

NOTICE OF MEETING

Committee: Crandon Public Library Board
Place: School District of Crandon
Elementary IMC
Date: Thursday, December 5, 2013 7:00 p.m.

1. Call to Order
2. Approval of the Agenda
3. Approve minutes of the Tuesday, October 8, 2013 Library Board of Trustees meeting
4. Approve minutes of the Tuesday, October 29, 2013 Special Library Board of Trustees meeting
5. Approve minutes of the Tuesday, November 5, 2013 Special Library Board of Trustees meeting
6. Citizen's Comments
7. Correspondence
8. Committee Reports
 - a. Friends of the Crandon Public Library
 - b. Historical Collections committee
9. Acknowledgements
10. Director's Report: Building Issues, Staff Updates, Programming, State and National Library Initiatives, and Statistics
11. Payment of Bills
12. Unfinished Business
 - a. 2014 Crandon Public Library Budget
 - b. Second Reading : Internet Acceptable Use Policy
13. New Business
 - a. 2014 Library Calendar
14. Any other business that may lawfully come before the board.
15. Next meeting date: Tuesday, January 14, 2014 at 7:00 p.m.
16. Adjournment

PLEASE NOTE: Any person planning to attend this meeting who needs some type of special accommodation in order to participate should notify the Crandon Public Library at 715/478-3784.

Crandon Public Library Board of Trustees Meeting
Meeting Minutes

Date: October 8, 2013

Present: Pete Davison, R.T. Krueger, Bob Warning, Cara Shepherd and Michelle Gobert, Director.

Call to Order: Chairperson Pete Davison called the meeting to order at 7:01 p.m.

Approval of the Agenda: Motion by Bob Warning, seconded by Cara Shepherd, to approve the agenda as printed. All ayes. Motion carried.

Approval of the Minutes of the September 10, 2013 Library Board of Trustees meeting: Motion by Cara Shepherd, seconded by Bob Warning to approve the minutes of the September 10, 2013 All ayes. Motion carried.

Citizen's comments: None

Correspondence: None

Committee Reports:

Friends of the Crandon Public Library. The Friends met on September 23rd and voted to approve the following Library projects: \$1,000 to Music Garden Programming, \$1,000 for collection development, \$500 Scholarship (2014 graduate), \$500 Crandon School District Battle of the Books.

Acknowledgements: The following acknowledgements were made: The School District of Crandon was acknowledged for the donation of a map case to the local history room.

Director's Report: The Director's report was distributed with the Board packet. No additions were made.

Payment of Bills: Motion by R.T. Krueger, seconded by Cara Shepherd to approve the bills. All ayes. Motion carried.

Unfinished Business:

a. Crandon Public Library's Historical Collections Policy. Motion by Bob Warning, seconded by Cara Shepherd to approve the Crandon Public Library's Historical Collections Policy as printed. All ayes. Motion carried.

b. Crandon Public Library Board appointments. Melinda Otto has been appointed to the City Council therefore she has resigned her appointment to the Crandon Public Library Board. Her seat will remain vacant for the time being.

c. 2014 Crandon Public Library Budget. Michelle Gobert presented the 2014 proposed library budget. Motion by Pete Davison, seconded by Bob Warning to approve the Budget as presented. The Library Board requested that Michelle Gobert schedule a meeting with the City Finance committee as soon as possible to discuss the proposed budget. All ayes. Motion carried.

New Business:

a. Presentation and Acceptance of Library Director 2012-2013 Evaluation. Pete Davison presented Michelle Gobert with a written evaluation form. No board action was required.

b. Election of Officers : President, Vice-President, Secretary. Motion by Cara Shepherd, seconded by Pete Davison, to approve the slate of officers as presented at the September 10, 2013, Library Board meeting. All ayes. Motion carried. The officers are as follows: President, Pete Davison; Vice-President, R.T. Krueger; Bob Warning, Secretary.

c. Electronic communication. Michelle Gobert presented the idea of posting the Board packets online as a cost savings. The Board agreed. Michelle will send an email link to the Board when the packets are available. She will continue to post the printed agenda as required.

d. Internet Acceptable Use Policy. Michelle Gobert presented a revised Internet Acceptable Use Policy for the Board to review. In 2014, the Crandon Public Library will begin using software to monitor time usage of the public access workstations. Michelle recommends revising the policy to limit an individual's usage to one hour per day. A second reading of the revised policy will be placed on the next regular meetings agenda.

There was no other business.

The meeting adjourned at 8:40 p.m.

These minutes recorded and submitted by Michelle Gobert, Director.

Crandon Public Library Board of Trustees Special Meeting
Meeting Minutes

Date: October 28, 2013

Present: Pete Davison, R.T. Krueger, Bob Warning, Cara Shepherd, Rob Jaeger, Jim Asher, and Michelle Gobert, Director.

Melinda Otto, Finance Committee representative and Cindy Bradley, City Clerk, were in attendance.

Call to Order: Chairperson Pete Davison called the meeting to order at 5:15 p.m.

Approval of the Agenda: Motion by R.T. Krueger, seconded by Cara Shepherd, to approve the agenda as printed. All ayes. Motion carried.

2014 Crandon Public Library Budget: The Board discussed the proposed 2014 Crandon Public Library budget and possible funding alternatives with the City Clerk and representative of the Finance committee. No board action was required.

There was no other business.

The meeting adjourned at 6:15 p.m.

These minutes recorded and submitted by Michelle Gobert, Director.

**Crandon Public Library Board of Trustees Special Meeting
Meeting Minutes**

Date: November 5, 2013

Present: Pete Davison, R.T. Krueger, Bob Warning, Cara Shepherd, Rob Jaeger, Jim Asher, and Michelle Gobert, Director.

Call to Order: Chairperson Pete Davison called the meeting to order at 5:15 p.m.

Approval of the Agenda: Motion by R.T. Krueger, seconded by Cara Shepherd, to approve the agenda as printed. All ayes. Motion carried.

2014 Crandon Public Library Budget:

The Board discussed the proposed 2014 Crandon Public Library budget. Motion by R.T. Krueger and seconded by Jim Asher to create the Local History Clerk position description as amended per 2014 budget discussion and the Crandon Public Library Job Description distributed by Michelle Gobert, Director. All ayes. Motion carried.

Motion by Rob Jaeger, seconded by Jim Asher, to approve a 1.5% hourly wage increase rather than a 2% increase as originally discussed to align the increase with other city employees. All ayes. Motion carried.

There was no other business.

The meeting adjourned at 6:15 p.m.

These minutes recorded and submitted by Michelle Gobert, Director.

2014 Proposed Crandon Public Library Calendar

January 1, 2014: New Year's Day. Closed

Friday, April 18, 2014: Good Friday. Closed at Noon.

May 26, 2014: Memorial Day. Closed.

July 4, 2014: 4th of July. Closed.

July 5, 2014: City of Crandon 4th of July Celebration. Closed.

September 1, 2014: Labor Day. Closed.

November 27, 2014: Thanksgiving Day. Closed

December 24, 2014: Christmas Eve. Closed at Noon.

December 25, 2014: Christmas Day. Closed