

LENA PUBLIC LIBRARY BOARD

Minutes of Wednesday, June 8, 2016 Meeting

- I. The meeting was called to order by VP St. Louis at 5:00 P.M.
 - a. Roll Call: Jageillo, St. Louis, J. Peterson, Graef, Dantinne, Pytleski, Sellen, Hinds and Director A. Peterson
 - b. Appoint minute taker (removed)
 - c. The Board welcomed new board member Ben Pytleski, replacing Dave Honish as Lena School Superintendent.

- II. Consent Items
 - a. Motion by Sellen to approve agenda with one correction, eliminating 1b, because secretary was present and one addition- "President Election" under Action Items, point d, second by Graef, motion passed.
 - b. Motion by Sellen to approve minutes from May meeting, second by Graef, motion passed.

- III. Open Forum - none

- IV. Action Items
 - a. A motion by J. Peterson to approve monthly expenses for May as presented, second by Sellen, motion passed.
 - b. A short discussion was held, highlighting the changes made to the by-laws. A motion by Graef to approve the Library Board By-laws as presented, second by Sellen, motion passed
 - c. Director Peterson requested the date of August meeting be changed. A motion by Sellen to change the August meeting to Wednesday August 17 at 5:00 P.M., second by J. Peterson, motion passed.
 - d. Election of President – Motion by Graef, to nominate Pytleski for Board President, with a second by Jageillo, motion passed

- V. Director's Reports
 - a. New Library Computer – The new computer courtesy of the Lena Lions Club was installed by Nicolet last week. It is working great so far. It was placed at the circulation desk. There was a little shift in computers to get them all in the right spots. We did get an extra monitor that will be used for advertising at the circulation desk.
 - b. Director Peterson presented Statistical Report, Financial Report, Operations & Administration and Personnel notes. The Summer Reading Program starts next week. The Bike Rodeo will be June 25. Manny Kobes donated the work and plants and mulch for the new landscaping in front of the library. Mrs. Windus and students helped put the mulch around all the plants. Terry Hinds has been helping keep the lawn healthy, fertilized and weed free. Peterson asked for help in repairing the can cage after recent windy weather. Pytleski said he would have someone look at it.

- VI. Discussion Items
- a. Trustee Training Week handout was shared with the board
 - b. Monsanto Grant
 - i. Story walk –discussion held
 - ii. Little Free Libraries-Village of Lena would like the Little Free Library to be at the Library. Director Peterson will be talking with the Town of Lena at their Board meeting next week to see if they would like one at the Town Hall
 - c. Trustee Handbook (http://pld.dpi.wi.gov/pld_handbook)
 - i. The Board reviewed Trustee Essentials 7 and 8
 - d. Job Descriptions- Director Peterson presented job descriptions for both library director and library assistants. Short discussion followed. Job descriptions will be action item next month.
 - e. Library Fund-2015 Audit- Hinds explained the audit to the board
 - f. Library Fund-YTD 05 2016 – Hinds explained the year-to-date report to the board
 - g. Capital Improvements 5 year plan – The Board discussed Capital Improvement projects to be completed over the next 5 years. These included washing windows, cleaning carpets, replacing both entry doors, installing handicap doors, replacing carpeting, tile floor in the board room, paint bathrooms, and repair wall and paint behind circulation desk.
 - h. Any items brought up before the Board
- VII. A motion by Sellen to adjourn at 6:07 P.M., second by Graef, motion passed.