

LENA PUBLIC LIBRARY BOARD

Minutes of the Wednesday, July 13, 2016 meeting.

- I. The meeting was called to order by VP St. Louis at 5:00 P.M.
 - a. Roll Call: Jageillo, St. Louis, Graef, Dantine, Pytleski(arrived at 5:05 PM), Sellen, Hinds and Director A. Peterson. Absent Excused: J. Peterson
 - b.
- II. Consent Items
 - a. Motion by Dantine to approve agenda and minutes from June meeting, second by Graef, motion passed.
- III. Open Forum - none
- IV. Action Items
 - a. A motion by Sellen to approve monthly expenses for June as presented, second by Graef, motion passed.
 - b. A motion by Dantine to approve director and support staff job descriptions as presented, seconded by Jagiello, motion passed.
 - c. Director Peterson requested a time change for the August staff meeting, due to staff coverage of the library. A motion was made by Sellen to change the August 17 meeting to 6:00, second by Graef, motion passed
 - d. Collection Agency Resolution Parts 1 and 2– Director Peterson described the requested from OWLSnet to approve the proposed collection agency resolutions. A discussion was held. A motion by Pytleski to allow Lena Public Library to authorize OWLSnet libraries to refer patron accounts to collection when there are overdue materials either owned by the Lena Public Library or checked out at Lena Public Library. Furthermore the Lena Public Library board authorizes the Lena Public Library to refer to a collection agency patrons registered with the Lena Public Library who have a billed item and owe more than \$50, second by Sellen. Motion passed.
- V. Director's Reports
 - a. Change in Annual Report – our e-rate amount was changed after the state checked our report. The information was provided by and verified by Nicolet to be correct.
 - b. Director Peterson shared a statistical, financial and administrative report. The Library has been busy this month with both summer read programs. The computers have also been in high use from the kids being off of school. A successful bike rodeo was held on June 25. 19 children attended and 12 helmets were given away courtesy of Oconto County Safe Kids. We plan on holding this event again next summer. The can container is fixed, thanks to Roy and Char Meier. Kris Verduczo has resigned – she will be missed. A search for her replacement has already begun. We passed our fire inspection. Our next staff meeting is August 12.

- VI. Discussion Items
- a. Oconto and Marinette Literacy Council –Janet Glime and Judy B. shared with the group who the Literacy Council is and what great services they provide to both counties. The Board asked questions and then asked Director Peterson to add a link on the library’s website to the literacy council website.
 - b. Patron Rights and Responsibilities Policy – the board reviewed in the new policy. It will be an action item next month.
 - c. Plan of Service-the board reviewed the new plan of service as required by the Joint Library agreement. It will be an action item next month.
 - d. Trustee Handbook (http://pld.dpi.wi.gov/pld_handbook)
 - i. Trustee Essentials 9 & 10- were reviewed and discussed by the board.
 - e. Capital Improvements 5 year plan – discussion held.
 - f. Reminder date change of next meeting – Meeting is August 17 at 6:00 PM
 - g. Any items brought up before the Board - none
- VII. Adjournment – A motion was made by Sellen to adjourn, second by Jagiello, motion carried. Meeting adjourned at 6:20 P.M.

Respectfully submitted,
Ceilia Dantinne