

## **LENA PUBLIC LIBRARY BOARD**

### Minutes of the Tuesday, September 13, 2016 Meeting

- I. The meeting was called to order at 6:05 PM by Pres. Pytleski.
  - a. Roll Call: Present: Pytleski, St. Louis, Jagiello, J. Peterson, Dantine and also present Director Peterson. Absent/ Excused: Graef, Hinds, and Sellen
  
- II. Consent Items
  - a. Motion by Dantine to move 2017 Library Budget to action item h on the agenda, second by St. Louis, motion passed
  - b. Motion by Dantine to approve minutes from July Meeting, second by St. Louis, motion passed
  
- III. Open Forum - none
  
- IV. Action Items
  - a. Motion by Dantine to approve Monthly Expenses for July & August as presented, second by Jagiello, motion passed.
  - b. Discussion held on Greater Green Bay Community Foundation, Inc Grant. Motion by J. Peterson to spend grant on fiction materials, second by Jagiello, motion passed.
  - c. Discussion held on Library's fax fee rate. Motion made by St. Louis to make fee \$1/page, a similar rate to others in the village, second by J. Peterson, motion passed
  - d. A motion by Dantine to approve Patron Rights and Responsibilities Policy as presented, second by Jagiello, motion passed
  - e. A motion by Jagiello to approve the Lena Public Library 2017 Plan of Service, second by St. Louis, motion passed. The Plan of Service will be shared by Director Peterson at both the Town and Village of Lena Board meetings in September.
  - f. New Employee-Closed session –not needed. Motion by Dantine, second by J. Peterson to approve Wendy Wozniak as the new library employee.
  - g. A motion made by Pytleski to approve the 2017 Library Budget with a wage increase for Director Peterson, second by J. Peterson, motion carried on unanimous roll call vote.
  
- V. Director's Reports
  - a. Director Peterson presented Statistical, Financial, Operations & Administration and Personnel report. Circulation statistics were up slightly over the summer. Computer usage was way up. Maino event and henna tattoo event were very well attended. As school year starts we will starting up Buddy Readers again along with 4 classes from the school. Also lego club will start up again. The Adult Fall Reading Program has already started and will continue til Oct. 14 A motion was made by J. Peterson and second by St. Louis to accept the director's report, motion passed.

- VI. Discussion Items
- a. Library Doors – The Board discussed getting new library doors to replace the breaking down ones. Pytleski will speak with janitorial staff at the school to get their advice on companies to contact for bids
  - b. Weeding/Landscaping – The Board toured the grounds and discussed some weed control solutions for the fall and next spring.
  - c. Capital Improvements 5 year plan was reviewed
  - d. Trustee Handbook ([http://pld.dpi.wi.gov/pld\\_handbook](http://pld.dpi.wi.gov/pld_handbook))
    - i. Trustee Essentials 11 & 12 – were reviewed
  - e. Any items brought up before the Board –
    - i. Pres. Pytleski shared his nomination papers for nominating Director Peterson for DPI's Standing Up for Rural Wisconsin award
- VII. A motion to adjourn was made by J. Peterson, second by St. Louis, motion carried. Meeting Adjourned at 7:10 P.M.

Respectfully Submitted,

Ceil Dantine