

## **LENA PUBLIC LIBRARY BOARD**

### Minutes of the Wednesday, October 12, 2016 Meeting

- I. The meeting was called to order by Pres. Pytleski at 5:05 P.M.
  - a. Roll Call Present: Pytleski, St. Louis, Jagiello, J. Peterson, Dantine, Graef, Hinds, Sellen and also present Director Peterson.
  
- II. Consent Items
  - a. A motion by Sellen to approve the agenda and minutes from September meeting, second by Jagiello, motion passed
  
- III. Open Forum - none
  
- IV. Action Items
  - a. Motion to approve monthly expenses for September by J. Peterson, second by Jagiello, motion passed
  - b. Furniture – Director Peterson shared that some of the Monsanto grant will be going towards the purchase of new furniture, so what would the board like to do with the old couch? Board agreed to put on Facebook for \$50 OBO/donation.
  - c. Piano donation – Director Peterson shared that a local family would like to donate a piano to the library. Motion to respectfully decline the piano donation was made by Sellen, with a second by J. Peterson, motion carried.
  
- V. Director's Reports
  - a. Director Peterson provided a statistical, financial, operations & administration and personnel report. Buddy Readers have started, lego club starts this month also, 4K kids will start coming over twice a month starting in November. We participated in the Quilt Road Rally and The Lena Taste of Fall. A new program we are offering is one on one media guidance to help anyone in the community with their technology items. A plant was sent on behalf of the board and staff to Leonard Hansel's funeral in honor of all the work his wife does/did for the library
  
- VI. Discussion Items
  - a. Donation from LHS Class of 1961 – The class donated monies for the new library doors
  - b. Library Doors and book/video drop – The new library doors were discussed. The board offered suggestions of local contractors to contact first (before looking outside the community) for estimates/bids
  - c. Building Equipment Study – Director Peterson is looking for any information about the age of the equipment in the building. Board offered some suggestions, also would like to have all equipment checked before winter. Director Peterson will contact a local HVAC company
  - d. Materials Selection Policy – new policy was reviewed and discussed, will be an action item next month.
  - e. Donations Policy new policy was reviewed and discussed, will be an action item next month.

- f. Inclement Weather Policy new policy was reviewed and discussed, will be an action item next month.
  - g. Agenda format – the agendas will no longer have the “any items brought up before the board” as the last agenda item. Director Peterson learned at a recent seminar that this should not be on agendas.
  - h. Trustee Handbook ([http://pld.dpi.wi.gov/pld\\_handbook](http://pld.dpi.wi.gov/pld_handbook))
    - i. Trustee Essentials 13 & 14 – were reviewed
- VII. Adjournment – A motion to adjourn at 5:40 was made by Sellen, second by Jagiello, motion carried. Next meeting is November 9 at 5:00 P.M.

Respectfully Submitted,

Ceil Dantine