

W.J. Niederkorn Library Board Meeting

Minutes

February 20, 2009 8:30 a.m. in the Library Community Room

1. Roll call. Present: Bob Bretl, Kay Goodwin, Tom Hudson and Judy Jones. Excused: Barb Matera, Justin Ritter, Marie Zirbes, Dr. Mike Weber. Also present Director David Nimmer.
2. Correspondence. None.
3. Public comment (limit of 5 minutes per person). None.
4. Approval of minutes December 19, 2008 Correction on December 19th minutes in #3 and #7 – should be Simplicity Foundation Fundu monument. Motion made by Jones and seconded by Bretl with corrections as presented. Motion made by Bretl and seconded by Hudson to approve February 12, 2009 meeting minutes.
5. Approval of schedule of invoices: End of year 2008, End of Year 2 2008, January 2009, February 2009. Motion made by Goodwin and seconded by Jones to approve all invoices.
6. Approval of balance sheets December 2008, Year End 2008, January 2009. Motion made by Bretl and seconded by Jones to approve all three balance sheets.
7. Approve computer reservation system. No action. Nimmer will check out trial software.
8. Approve computer purchase quotes. Hudson made the motion to approve the Dell computer quotes and Bretl seconded the motion.
9. Approve 2008 State Annual Report. Motion made by Bretl to approve the State Annual Report and seconded by Jones.
10. Approve closing dates for July 3 / 4 2009. Suggestion was made to be open Friday July 3 and close on Saturday July 4. Nimmer will discuss at Staff Meeting and advise at March Library Board Meeting.
11. Approve cleaning service quote. Nimmer recommended that Cintas deep clean 1 restroom per week (total of 6) on a rotation basis for one year for \$20-\$30 per week with a 1 year contract. Goodwin made the motion and Jones seconded to accept the recommendation.
12. Update on Common Council decision on non-represented employee 2009 salaries. Personnel Committee brought up 2 proposals and was discussed during closed session. Next meeting of Personnel Committee is March 3rd.
13. Policy updates – first reading.

A. Policy Review – Internet Access

Policy needs to be updated for automatic access to computers. Policy will need to be approved every time user logs on to the computer. Nimmer will redraft some sections and bring to March meeting.

B. Policy Review – Checking out DVDs/Videos.

Discussion concerned policies for checking out DVDS including policies of other libraries in ESLs. Suggestion was made to continue as before to allow juveniles to check in Children's section only.

C. Contagious patron policy / signs.

Small signs may help enforce policy for staff for children with contagious conditions in Children's Section.

14. Directors Report. One Book, One Community kickoff was February 12 and was very successful. There is a link to the information on the Library's website. ICMA Grant Update – no word yet. Expected early March. Security gates, self check-out. The gates are in place but not turned on yet. Self checkout is successful so far in Children's section.

Jones made motion to adjourn at 10:15 and seconded by Goodwin.

Next meeting is Friday March 20 2009 at 8:30 a.m.