

# W. J. NIEDERKORN LIBRARY LIBRARY BOARD MEETING

## Minutes

Friday, December 17, 2010 8:30 A.M.  
In the Library Community Room

1. Roll call. Attending: Kay Goodwin, Tom Hudson, Judy Jones, Justin Ritter, and Marie Zirbes. Excused: Bob Bretl, Dr. Mike Weber. Also attending Director David Nimmer. Meeting called to order at 8:35 a.m. by Vice President Zirbes after a short reception for former Library Board President Barbara Matera.
2. Correspondence. None.
3. Public comment. None.
4. Approval of minutes from October 15, 2010. Hudson made a motion to approve minutes and seconded by Ritter. Passed.
5. Approval of schedule of invoices – log of debits October 2010 and invoices October 2010. Jones made a motion to approve invoices and seconded by Hudson. Passed.
6. Approval of balance sheets September 2010. Hudson made a motion to approve balance sheets and seconded by Jones. Passed.
7. Jones made the motion to go to closed session according to Wisconsin State Statutes 19.81(1) at 9:00 a.m. for evaluation of Library Director. At 9:30 a.m. Jones made the motion to go back to open session according to Wisconsin State Statutes 19.85(1).
8. Employee manual additions
  - A. Part I for approval. The Board discussed the following: Proposed surplus property sales policy, Proposed policy for staff ordering through library vendors, Proposed dress code and Proposed smoke free and drug free workplace policy additions. Jones made the motion to accept the additions and Goodwin seconded. Passed.
  - B. Part II first look. The Board took a first look at the following employee manual sections: Breaks, Call time, *De Minimis* rule, meal periods, Memberships, Sunday premium pay, Holiday premium pay, Conflict of interest, Adverse weather conditions, and Timesheets. They will be voted on in January.
9. Standards for Public Libraries 2009- Summary. The analysis of the State Standards is complete. The WJ Niederkorn Library passed all basic standards based on service population.
10. Approval of carry over fund request. Nimmer sent a request to the City Council for carry over the amount to replace the drapes in the community room. Hudson made the motion to carry over \$3,531.39 to 2011 and Ritter seconded. Passed.
11. Fill library board vacancy. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.
12. Directors Report.
  - A. Mead Public Library – Update. The Mead Library did not meet maintenance of effort and are out of compliance with system requirements. They were \$140,000 short.
  - B. Wi-Fi access. In January the Board should discuss either keeping Wi-Fi access restricted, as it is now, or opening it up.
13. Nominees for Library System Board position. If anyone is interested, they should contact Tom Meaux.
14. Adjournment was at 10:05 with a motion by Jones and seconded by Ritter.

Minutes respectfully submitted by Kay J. Goodwin