

**W. J. NIEDERKORN LIBRARY  
LIBRARY BOARD MEETING**

**Minutes**

Friday, October 15, 2010 8:30 A.M.

In the Library Community Room

1. Roll call. Attending: Bob Bretl, Kay Goodwin, Tom Hudson, Barb Matera, Justin Ritter, Dr. Mike Weber and Marie Zirbes. Excused: Judy Jones. Also attending Director David Nimmer. Meeting called to order at 8:30 a.m.
2. Correspondence. None.
3. Public comment. None.
4. Approval of minutes from September 17, 2010. Weber made a motion to approve minutes and seconded by Bretl. Passed.
5. Approval of schedule of invoices – log of debits October 2010 and invoices October 2010. Hudson made a motion to approve invoices and seconded by Zirbes. Passed.
6. Approval of balance sheets September 2010. Hudson made a motion to approve balance sheets and seconded by Zirbes. Passed.
7. Employee manual additions. The City of Port Washington policy and procedure manual for non-represented employees is missing some policies. The Board discussed the following: Surplus property sales policy, Staff using library accounts for ordering materials, Dress code and Smoking/drug free workplace. The first three items will be worked on and the last one will be brought back for consideration.
8. Budget 2011 update. On October 18<sup>th</sup>, Nimmer will meet with the Finance Committee to defend the budget. Mark Grams recommended 2 out of 4 capital requests for a computer and 2 self check out stations.
9. Policy update – procedures for patron lookup. The policy will be left as is to do a patron lookup once with proper ID.
10. Directors report.
  - A. Ozaukee and Sheboygan County budgets. The mayor of Sheboygan is cutting \$300,000 from the Mead Public Library budget. It will affect the maintenance of effort. In the past this issue resolved itself, but unsure for this year. We will know when the final budget is passed.
  - B. Update on Sheboygan and Cedarburg Libraries. There was a discussion of joint Town of and City of Cedarburg libraries again. The County Board is tired of this discussion and suggested the discussion be held before June so it is done by the Budget time.
  - C. New sub. A new sub has been hired for Circulation.
  - D. 30,000 circulation goal celebration. The staff got together at Tellos for brunch to celebrate the 30,000 circulation goal from June. The Library Board OK'd paying for the staff brunch from the Reserve Fund.  
Monday October 18<sup>th</sup> is the Character Counts celebration at the Library. The Community Room lighting should be replaced the first week of November.
11. Adjournment was at 9:30 with a motion by Zirbes and seconded by Weber.

Minutes respectfully submitted by Kay J. Goodwin.