

ALGOMA PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of May 20, 2013 Meeting

Ann Schoenborn called the May 20, 2013 meeting of the Algoma Public Library Board of Trustees to order at 4:00 P.M. Present: Nancy Kratz, Diana McAninch, Jim Barlow, Carolyn Wolske, Pat Cichon and Ron Welch. Also Present: Director Rita Schiesser.

Open Forum: No comment

Motion by Cichon second by Kratz to approve the May 2013 agenda. Motion Carried.

Motion by Barlow second by McAninch to approve the April 2013 minutes. Motion Carried.

Motion by Wolske second by Welch to approve the bills. Motion Carried

Directors Report

Statistics:

People:

4,542 people visits to the library in April 2013

Daily average: 175

Circulation:

6,983 items circulated in April 2013

Daily average: 269

Internet statistics: 850 internet sessions (483 hours)

Wireless Use: 134 people (422 sessions)

Donations

\$25 was donated in memory of James Westrich and \$20 in memory of Anna May Pavlat for purchase of books.

\$500 was donated by the Algoma Lions Club for purchase of Large Print books.

The Algoma Library Friends donated \$290 for a movie license for the library and \$700 for the purchase of a new computer and monitor for the Director's office.

Library Issues

Partnership with the Youth Club, Elementary school and library for after school activities is going well. Legos, puzzles, and games are available after school on Tuesdays and Thursdays in the library with approximately 15 young people attending per day.

Plans for Summer Reading Program activities are coming together. Flyers have been sent to local schools and library staff will be visiting the schools at the end of May to talk to students about the reading programs.

The library is participating in a Summer Reading Program incentive which gives parents and grandparents an opportunity to enter their children or grandchildren (0-13 years old) in a drawing to win a \$1,000 scholarship and 4 tickets to the Packers Family Night game in early August. Sign up begins June 1. This is a partnership between Edvest, Packers and Department of Public Instruction.

Display cases in April were used for the Bird City display.

The library closed April 22 at 4 PM due to the removal of the generator from the city basement which required the electricity to be shut off.

Library staff presented an overview of the library's Facebook Page to the Council on May 2.

Programs

There were 62 programs in April (22 for adults, 18 for families and 17 for children) with a total attendance of 826.

Building Issues

Schiesser requested an estimate from Energy Control & Design for the cost of replacing the library's steam traps in the library's basement. There is at least one steam trap that needs to be replaced however, not all of them may need replacement. EC&D gave an estimate of \$740 for a complete trap survey. Schiesser was directed to find out if the quote for the survey covers the library alone or is for the entire city hall/library complex.

One of the circulating pumps is leaking and will need replacement soon. The pumps provide circulation of hot water to the library and city hall. One pump was replaced a couple of years ago. The estimate from EC&D to replace the pump is \$2,088.

Focus on Energy has a steam trap survey and repair incentive program but it is unclear how much would be covered.

Barlow suggested this be discussed further at Finance and/or Building and Grounds.

Other Issues

Election of Officers: Barlow moved, second by Kratz to keep the same slate of officers as last year. All yes. Motion carried.

The Board reviewed the library's general policy with possible changes discussed. Suggested policy changes concerned: Overdue Notices, Reference Policy, Public Records, Notice of Availability of Public Records, Disaster Rules/Safety Policy and Wireless Internet Policy. Barlow moved to approve the proposed changes to the above sections, excepting Public Records and Notice of Availability of Public Records, which will remain unchanged. Second by Kratz. All yes Motion carried.

Board members were given copies of the Council and Committee Member Handbook for 2013.

Algoma Library Friends

Jessica Michna will portray Eleanor Roosevelt on November 9 as a fundraiser for the Friends.

Applications are being accepted for a scholarship by the Algoma Library Friends for persons residing or employed in Kewaunee County who are pursuing a higher degree in Library Science, or as a Reading or Media specialist.

June agenda items: First review of the 2014 library budget.

The next meeting will be Monday, June 17, 2013 at 4 PM in the library.
Meeting was adjourned on a motion by McAninch, and second by Cichon at 4:30 PM. Motion Carried.

Carolyn Wolske, Secretary