LIBRARY BOARD MINUTES
June 19, 2013 7:00 pm
Carnegie Meeting Room

PRESENT: Sandra Black, Denise Duranczyk, Petra Horst, Erlene Bishop Killeen, Linda Schaefer, Elva Tyson
ABSENT: Shawn Hartlaub, Kathleen Kelly
ALSO PRESENT: Library Director, Richard MacDonald; Administrative Assistant, Debbie Myren; Youth Services Librarian, Amanda Bosky; Adult Services Librarian, Kelly Verheyden

1. The meeting was called to order at 7:00 pm by President Tyson.
2. **Review of Agenda**
3. **Review/Approval of Minutes of May 15, 2013**:
   Duranczyk made a motion to approve the minutes, Black seconded, and the motion carried unanimously.
4. **Public Comment:** The Board will be sent the tentative questions that Boris Frank will ask during his interviews. Up to five days after receiving them, the Board can send changes or suggestions to Duranczyk. Tyson, Duranczyk and MacDonald attended the CIP meeting held just before this meeting, where the City, following the Architects suggestion, thinks the Board should fundraise almost $600,000 to use towards the renovation of the second floor. The Board hopes to be able to raise $235,000, with a feasibility study being done regarding this amount. There will be another CIP meeting the third week of July. Duranczyk was asked to compile a list of Talking Points for Trustees, who will be contacting members of the CIP committee regarding fundraising.
5. **Review/Discuss Correspondence:** A note was received from George Craig, thanking the Board for the $50 Gift Certificate. He sent a check to the library for $50 as a donation, since he couldn't use the certificate at his favorite place in Stoughton, the Library. An email was forwarded to MacDonald from the Mayor from Linda Hartsfeld, who visited Stoughton while seeing her daughter, Amanda Bosky (Youth Services Librarian). She was very impressed with the people, the Library and the city amenities, just wanted the Mayor to know how much she had enjoyed her stay.
6. **Appointments to Committees**
   Current Trustees will need to fill spaces on committees temporarily. Black will be on Personnel, Duranczyk will be on Policies and Tyson will be on Finance.
7. **Welcome to New Trustee**
   Shawn Hartlaub was not able to be at the meeting again, and is reconsidering whether he will be able to be a Trustee.
8. **Board In-Service:**
   a. Trustee Essential #13; Library Advocacy
      The Trustee Essential #13 was included in the Board Packet and reviewed by Horst. Recent events were tied in with the review, making it quite relevant. Trustees wanted to note that they appreciate all that MacDonald has done as an advocate for the Library. They also want to create an email list, including Cress, Craig and Killeen, to be kept appraised of Library activities and issues.
   b. Presentation from Children's Services on Summer Reading
      Bosky noted that she had done the end of year school outreach trips with rave reviews. She had worn a pirate hat and striped shirt that matched a pirate puppet that came along – the children were very impressed. During the 2012 summer reading program, 1009 children and teens participated, with 9680 hours read. In the three weeks that the 2013 program has been going, 845 children and teens have already signed up, with over 1500 hour read so far. Usually, reporting hours read happens most in the last weeks of the program, so there is a very good chance that this year's participation and hours read will far exceed last year's. Conant Auto and Nelson Global Products each gave monetary donations that have been used to purchase Kindle Fires as the grand prizes for the program, which has caused a great deal of excitement! The Madison Community Foundation donated an American Doll to libraries in the area; Bosky chose Molly, who is a Midwest girl from the 1940's. A basket will be created that will include the doll, her book and several other items, which will be raffled off at the Friends Fall Gala.
9. **Review/Approve Financial Statements for May 2013:** It was noted that while the amounts are correct, the division of funds in the personnel lines is not.
   a. Account 215 (General Fund)
      Duranczyk made a motion to accept the May Account 15 statement, with the understanding that corrections need to be made to the account, Horst seconded and the motion carried unanimously. Schaefer made a motion that MacDonald go to the Mayor to discuss the problems with the Financial Statements, Killeen seconded and the motion carried unanimously.
   b. Account 217 (Special Gift Fund)
      Duranczyk made a motion to accept the May Account 217 statement, Horst seconded and the motion carried unanimously.

c. Stoughton Area Community Foundation account
The statement circulated among the Trustees.

10. **Review/Approve Bills for June 2013:**
    a. June 2013 Fund 215 (General Fund) bills totaling $12,852.31 were approved on a motion by Duranczyk, Horst seconded and the motion carried unanimously.
    b. June 2013 Fund 217 (Special Gift Fund) bills totaling $7,870.65 (Designated) and $150.00 (Undesignated) were approved on a motion by Duranczyk, Horst seconded and the motion carried unanimously.
11. **Director's Report:**
    a. Statistics for May 2013 ~ Library statistics were included in the Board packet and reviewed.
    b. Administration Report ~ the report was emailed to Trustees earlier in the week and reviewed.
    MacDonald suggested that the Board form a team to compete in the Library's Trivia Contest.
12. **Committee Reports:**
    a. Finance – Work Group met June 6
    MacDonald, Duranczyk and Black met to discuss the CIP meeting.
    b. Personnel – Met May 23 (minutes enclosed)
    Discussion of the issues brought up in the meeting will be held in Closed Session.
    c. Planning – Did not meet
    d. Policies – Met May 29 (minutes enclosed)
    Proposed changes to policies will be discussed in New Business. It was decided that a Consent Agenda was not appropriate for Board meetings and was not recommended.
    e. Second Floor Building Committee – Did not meet
    f. Fundraising – Met May 20 and June 12 (5/20 minutes enclosed)
    Duranczyk reported that Boris Frank has interviewed staff, Board members and the Mayor. Letters to selected citizens regarding the Library's fundraising plans will be sent on Friday, June 21. Boris Frank will conduct interviews with them on July 8 and 11, with a public meeting regarding the renovation plans on July 10, 6:30 pm on the Mezzanine. The committee will meet with Frank to go over the final report before it is presented to the full board at the August meeting.
13. **Friends Report:** Petra Horst
    The Financial Report for the Friends was distributed to the Board, with approximately $3,640 raised so far this year. Book Bag sales are ongoing at the Circulation Desk; a Book Cart is located on the Mezz, with sales on the honor system, which is working well; USB's are also being sold at the Circulation Desk; there will be a Meet N Greet held on Saturday, September 7 to introduce Amanda Bosky; Coffee Days takes place in August, raffle tickets will be available soon; the Fall Gala will be held on September 15 from 1:30 – 4:00 at the Library; the Trivia Contest will be held on October 5 at the VFW; Thrivent has chosen the Food Pantry as the charity it will help this year, so there will be drop off boxes for donations at the Fall Book Sale; a possible wine tasting event is being looked into; and there will no longer be a newsletter, a note listing upcoming events will be mailed to members twice a year instead.
14. **Unfinished/Old Business**:
    a. Discussion of library parking issues
    This is a dead issue at this point, the Police Chief will contact MacDonald if and when it arises again.
    b. Discussion of Second Floor Renovation Project
    There is no new information to report at this time. Frank had told the Fundraising Committee that there are three policies that must be in place; 1. Conflict of Interest 2. Records Retention 3. Whistle Blower. MacDonald checked with the Mayor and all of these are in place.
15. **New Business:**
    a. Amendment to Dane County Library standards (enclosed)
    Duranczyk made a motion to accept the Amendment to Dane County Library Standards, Killeen seconded and the motion passed unanimously.
    b. Addition to By-Laws: Library Board guidelines for operation
    Schaefer made a motion to approve the Addition to Bylaws: Library Board Guidelines for Operation, Killeen seconded and the motion passed unanimously.
    c. Review "By-Laws Article III, Meetings," to consider order of business
    Schaefer made a motion to approve the Change of Order of Business, Killeen seconded and the motion passed unanimously.
    d. Creation of Second Floor Conference Room Policy
    Duranczyk made a motion to approve the Second Floor Conference Room Policy as presented, Killeen seconded and the motion passed unanimously.

e. Review Carnegie Room Policy to allow use with short notice
Duranczyk made a motion to approve the Carnegie Room Policy as presented, Black seconded and the motion passed unanimously.

f. Discussion of time of year for director evaluation
Killeen made a motion to have the Finance and Personnel Committees create a timeline and process regarding the director evaluation to complete it in a timely manner prior to budget development, Schaefer seconded and the motion passed unanimously.

g. Discussion of Library staff participation in BFO Results Teams
Diane Fossum has volunteered to be on the BFO Results Team, meetings will take place on Wednesday mornings the end of July through August. This will be in addition to her regular work hours.
Killeen made a motion to support the Library Staff person who is on the BFO Results Team by paying for the extra hours and to include the cost in the Library's budget annually, Duranczyk seconded and the motion passed unanimously.

h. Assignment of someone to lead next month's discussion of Trustee Essentials #27, "Trustee Orientation and Continuing Education" Black volunteered.

j. Closed Session: The Library Board may go into CLOSED SESSION per Wisconsin Statute s.19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
Motion by: Duranczyk Second by: Horst
Roll Call vote:

Black: Aye	Duranczyk: Aye	Horst: Aye
Killeen: Aye	Schaefer: Aye	Tyson: Aye

k. Open Session: Board will reconvene in open session for any necessary action resulting from the closed session.
Motion by: Duranczyk Second: Schaefer
Roll call vote:

Black: Aye	Duranczyk: Aye	Horst: Aye
Killeen: Aye	Schaefer: Aye	Tyson: Aye

16. **Pending Agenda Items**
    a. Report from Boris Frank on feasibility study
    b. Visit by Mark Ibach to discuss Library Advocacy
    c. Review new City strategic planning documents
    d. Discussion of Sunday hours
    e. Use of Undesignated Funds to pay for Kelly Verheyden to attend Leadership Stoughton $350
17. **Adjournment**
    a. The meeting was adjourned at 9:05 pm on a motion by Killeen seconded by Schaefer and carried unanimously.
    b. Schedule Committee meetings

Next regular Meeting – July 17, 2013, 6:30 pm, Carnegie Room
Recorded by Debbie Myren; Reviewed by Richard MacDonald

Library Statistics - 2013

	TOTAL CHECKOUTS		
Month	2012	2013	% Change
January	22,852	23,927	4.7%
February	24,091	22,668	-5.9%
March	24,749	24,194	-2.2%
April	11,907	13,169	10.6%
May	23,512	21,960	-6.6%
June	27,606		
July	27,960		
August	26,445		
September	20,644		
October	23,906		
November	21,917		
December	19,828		
Year to Date	107,111	105,918	-1.1%
Average Month	**21,422**	**21,184**	**-1.1%**

SELF CHECKOUTS		
2012	2013	% of Circ
13,792	14,635	61.2%
14,334	13,432	59.3%
14,976	15,020	62.1%
8,825	9,113	3.26%
14,425	12,533	57.1%
18,281		
18,148		
17,022		
12,713		
13,843		
13,023		
11,519		
66,352	64,733	-2.44%
13,270	**12,947**	**-2.44%**

TOTAL CHECKINS		
2012	2013	% Change
37,175	43,238	16.3%
36,685	35,367	-3.6%
38,595	39,414	2.1%
7,047	7,854	11.45%
37,778	37,839	0.2%
38,500		
42,549		
41,643		
33,596		
37,998		
34,926		
33,119		
157,280	163,712	4.09%
31,456	**32,742**	**4.09%**

	DOOR COUNT		
Month	2012	2013	% Change
January	11,212	12,434	10.9%
February	12,417	11,682	-5.9%
March	13,786	13,120	-4.8%
April	11,907	13,169	10.6%
May	14,559	13,529	-7.1%
June	14,622		
July	15,561		
August	14,930		
September	11,850		
October	13,678		
November	12,434		
December	10,109		
Year to Date	63,881	63,934	0.1%
Average Month	**12,776**	**12,787**	**0.1%**

BORROWED THRU DELIVERY		
2012	2013	% Change
8,817	9,164	3.94%
9,047	8,367	-7.52%
9,249	8,398	-9.20%
8,825	9,113	3.26%
8,659	8,488	-1.97%
8,382		
8,485		
8,426		
7,521		
8,405		
7,720		
7,562		
44,597	43,530	-2.39%
8,919	**8,706**	**-2.39%**

LOANED IN DELIVERY		
2012	2013	% Change
7,340	8,191	11.59%
7,167	7,064	-1.44%
7,777	7,558	-2.82%
7,047	7,854	11.45%
6,945	8,324	19.86%
6,413		
6,705		
6,995		
6,452		
7,084		
6,640		
6,856		
36,276	38,991	7.48%
7,255	**7,798**	**7.48%**

	COMPUTER USE/LOGINS BY TYPE			
Month	Adult Internet/ Office	Catalog/ Database *	Children's Internet/ Office	Early Literacy
January	1,479	468	188	985
February	1,196	468	210	989
March	1,291	468	114	974
April	1,376	468	112	765
May	1,377	208	96	806
June		399		
July		399		
August		399		
September		399		
October		399		
November		399		
December		399		

COMPUTER USE/LOGINS TOTALS			
2012 Total Month	2012 Total Month	1 Year % Change (actual count)	5 Year % Change (average count)
3,288	3,120	-5.1%	-16.76%
3,519	2,863	-18.6%	-12.77%
3,457	2,847	-17.6%	-26.79%
3,012	2,721	-9.7%	-27.67%
2,912	2,487	-14.6%	-37.86%
3,540			
2,544			
2,435			
2,734			
3,073			
2,919			
2,535			

WIRELESS USE		
2012	2013	% Change
3,403	5,727	68.3%
3,721	6,382	71.5%
3,030	7,092	134.1%
2,990	7,774	160.0%
5,869	10,279	75.14%
5,680		
4,814		
6,106		
5,639		
8,511		
5,579		
4,426		

Stoughton Public Library Administration Report, June 2013
Presented at June 19, 2013 Library Board of Trustees Meeting
Director's Summary of Activities for mid-May to early June 2013

May Stoughton Public Library Use

- Number of items checked out during May: 21,960
- Number of items checked in during May: 37,839
- Library visits in May: 13,529

May Programs and Outreach

		Participants
7-May	Teen Tuesdays - Mother's Day Duct Tape Jewelry	15
7-May	Salamanders of Our State (features LIVE salamanders) with Michael Warwick	11
8-May	Wisconsin's Outdoor Gems: State Natural Areas with Thomas Meyer	5
9-May	Teen Advisory Board	4
9-May	Thursdays with Murder - *Two Authors in Italy*	11
10-May	Pumpkin Patch Outreach (3 groups)	59
16-May	Headstart Tour	15
20-May	Fox Prairie 1st grade SLP promo + tours (here @ STO)	74
21-May	Martin Luther SLP promo outreach (4k-5th)	101
21-May	Headstart SLP promo outreach (4k)	22
22-May	Kegonsa SLP promo outreach (K-5)	451
24-May	Sandhill SLP promo outreach (K-5)	487
28-May	Genealogy 101	
28-May	May Adult Book Discussion - *The River of Doubt: Theodore Roosevelt's Darkest Journey* by Candice Millard	
29-May	Pumpkin Patch SLP promo outreach (4K)	58
30-May	St. Ann's SLP promo outreach (4K-5th)	117
3-Jun	Fox Prairie SLP promo outreach (K, 2-5th)	386
5-Jun	1st Lutheran SLP promo outreach (4K)	19

Upcoming Programs–Contact the Library for Additional Programs or visit our website: stoughtonpubliclibrary.org

11-Jun	Science Explorers #1
12-Jun	Preschool ST
12-Jun	Preschool Players #1
14-Jun	Toddler ST
15-Jun	Teen Bookmaking
18-Jun	Science Explorers #2
19-Jun	Preschool ST
19-Jun	Preschool Players #2
20-Jun	Digging Up Dinosaurs (UW Geology)
21-Jun	Toddler Storytime
25-Jun	Science Explorers #3
26-Jun	Preschool ST
26-Jun	Preschool Players #3
26-Jun	Preschool Players performance
27-Jun	Family Movie: Escape from Planet Earth
28-Jun	Toddler Storytime
	OverDrive One-on-One June