

LIBRARY BOARD MINUTES

October 16, 2013 6:30 pm

Carnegie Meeting Room

PRESENT: Sandra Black, Denise Duranczyk, Linda Schaefer, Elva Tyson, Ross Urven, Mike Vienneau

ABSENT: Petra Horst, Kathleen Kelly, Tim Onsager

ALSO PRESENT: Library Director, Richard MacDonald; Administrative Assistant, Debbie Myren (left at 6:40)

1. Call to Order ~ The meeting was called to order by President Tyson at 6:30 p.m.
At this time the Board recognized Administrative Assistant Debbie Myren for her outstanding work and contribution to the Library over the past six years. Debbie will be leaving Library employment on Friday, October 18 to work full time in her Stoughton business.
2. Review of Agenda ~ The Agenda was reviewed and accepted by consensus.
3. Review/Approval of Minutes of September 18, 2013
It was moved by Duranczyk and seconded by Schaefer to accept the minutes as presented. Motion passed.
4. Public Comment Period ~ No members of the public wished to make comments.
5. Review/Discuss Correspondence
Library Director MacDonald shared three pieces of correspondence: Debbie Myren's letter of resignation, a comment from a patron praising Technical Services Supervisor Marilyn Granrud for her outstanding customer service skills, and an anonymous comment about the "no guns allowed" sign in the Library window.
6. Board In-Service: Distribute Board Self-Evaluation
Schaefer distributed this document, and explained that this year's evaluation will focus on the backgrounds and abilities of the Library Board members in order to better understand the strengths of the group. Discussion followed and some suggestions were made for revisions.
Board members were asked to email Schaefer with any questions or other revision suggestions.
Schaefer will incorporate the revisions into the original document and send it out to Director MacDonald for distribution to the Board.
7. Review/Approve Financial Statements for September, 2013
 - a. Account 215 (General Fund)
It was moved by Duranczyk and seconded by Black to accept this report. Motion passed.
 - b. Account 217 (Special Gift Fund)
It was moved by Duranczyk and seconded by Urven to accept this report. Motion passed.
 - c. Stoughton Area Community Foundation ~ This report was passed around for examination by the Board.
8. Review/Approve Bills for October, 2013
 - a. Account 215 (General Fund)
October 2013 Fund 215 (General Fund) bills totaling \$9,473.45 were approved on a motion by Duranczyk, Vienneau seconded, and the motion carried unanimously.

b. Account 217 (Special Gift Fund)

October 2013 Fund 217 (Special Gift Fund) bills totaling \$3,947.08 (Designated), \$1,633.98 (Undesignated) were approved on a motion by Duranczyk, Schaefer seconded, and the motion carried unanimously.

9. Director's Report

- a. Statistics for September 2013 ~ Director MacDonald reviewed the statistics for the Board.
- b. Administration Report ~ Director MacDonald reviewed additions to the report for the Board.

10. Committee Reports

- a. Finance – Did not meet
- b. Personnel – Did not meet
- c. Planning – Met October 5 ~ Schaefer reported on the Board self-evaluation.
- d. Policies – Did not meet
- e. Second Floor Building Committee – Did not meet
- f. Fundraising – Met September 21, 24, October 1, 12

Duranczyk reported on the recent meetings of the Committee, several items of business from which will be discussed later in the meeting.

11. Friends Report

The Friends report was given by Director MacDonald and included the Trivia Contest, the Fall Fundraiser, and the Friends' latest financial report. Discussion followed.

12. Unfinished/Old Business:

a. 2014 Library budget

Director MacDonald updated the Board on the City Council's Committee of the Whole budget meeting of October 10 at which the Council members looked at operating budgets for all the departments. MacDonald reviewed his presentation to the Council which included questions on unfunded BFO offers. The Committee of the Whole will be recommending the Mayor's budget to the Council, including the Library funding as presented.

b. Fundraising update

- o News from the Committee
- o Volunteers and donors

The two previous items were discussed together. Salient points included:

- Number and makeup of the Fundraising Committee
- The outstanding support being offered by McFarland State Bank
- Recruitment of two new members by Brad Schroeder
- Praise for Boris Frank for his outstanding guidance
- Discussion of how the fundraising may be influenced by the demographics of Stoughton
- The campaign theme: "Stoughton Public Library – The Heart of Our Community"
- A report of two important dates for future activities:
 - November 23, 9:00 a.m. to put together a list of major donors.
 - January 25, 2014 for training of volunteer solicitors
- Discussion of the role the Friends in the fundraising

- o Financial commitment to campaign from all Library Board members
Duranczyk explained this topic and the reason for it. Discussion followed.

13. New Business

- a. Assign someone to lead discussion of TE #11, “Planning for the Library's Future”
Vienneau volunteered for this.
- b. Discuss recruitment for Fundraising Committee
This was discussed above.
- c. Approval to use McFarland State Bank as the financial institution for the second floor renovation campaign fund
Director MacDonald reported that according to the City Finance Director, “The City can accommodate the Library's fundraising. [the City uses] a system of consolidated checking and fund accounting. The Library can request that [the City] set up separate fund numbers for the fundraising effort. [The City] can provide reports of revenue, expenditure and fund balance on a monthly basis,” or more often. Discussion followed.
It was the consensus of the Board that the campaign funds should be kept entirely separate from other Library monies, and that Shelley Edgington (from the McFarland State Bank) who is on the Fundraising Committee and City Finance Director Sullivan should discuss this topic. Discussion followed.
It was moved by Duranczyk and seconded by Schaefer that the Library Board approve the recommendation of the Fundraising Committee to establish an account at the McFarland State Bank with the type of account to be determined after consultation with Shelley Edgington. Motion passed.

14. Pending Agenda Items ~ The Board discussed the disposition of most of these items

- a. Campaign budget ~ No discussion took place.
- b. Addition to Library Board By-Laws (from Policies Committee) ~ Director MacDonald reported that he is waiting for a document from Kathleen Kelly for this.
- c. Visit by Mark Ibach to discuss Library Advocacy ~ It was the consensus of the Board that he visit next year. Director MacDonald will consult the Calendar of Work for direction on this.
- d. Discussion of Sunday hours ~ It was the consensus of the Board that this topic should be discussed at length over time, and that a pilot program may be attempted. Director MacDonald was asked to obtain information from other libraries that are currently open Sundays, such as number of hours, how they got started, staffing, usage, etc...

15. Adjournment

At 7:49, it was moved by Duranczyk and seconded by Schaefer to adjourn. Motion passed.

- a. Schedule Policies Committee meeting – This meeting will be postponed until after a new administrative assistant is hired.
- b. Schedule Finance Committee meeting – The Committee will be meeting on Tuesday, October 22 at 5:30 p.m.

Next regular Meeting – November 20, 2013

Recorded by Richard MacDonald; Reviewed by the Library Board members who were present at the meeting.