

## Farnsworth Public Library

Library Board of Trustees Meeting Tuesday, April 26, 2011

President Lacourciere called the meeting to order at 7:00 P.M.

1. Roll Call: Present: Bucheger, Gering, Guse, Gilbert, Honish, Lacourciere, Maas, Peterson, Schroeder and Director Murphy.
2. Approved February 22, 2011 Minutes, M/S/C Maas, Bucheger (Note: No March meeting was held due to weather)
3. Director's Report & Updates
  - a. Bills Dated March 1 in the amount of \$10,922.23, March 15 in the amount of \$1,528.04, March 29 in the amount of \$432.33 and April 12 in the amount of \$1,288.67 were approved M/S/C Gering, Honish.  
Discussion was held on the number of elevator service calls. This is due to patrons and children using the buttons incorrectly or excessively. Director Murphy and staff are aware of the problems and are monitoring it.
  - b. YTD Income and Expenditures were reviewed.
4. Committee Reports
  - a. Administrative & Personnel:
    1. The Board reviewed salaries for all employees from 1998 to present. We are concerned with high turnover rate for some part-time positions. One of the problems may be due to salary, however with all the budget issues this may need to be looked at or solved another way.
    2. The Board discussed the possibility of combining the snow removal and custodial positions and/or contracting out these positions. Currently they are library staff positions; however they do not serve the library patrons during the library's open hours and this may be adversely affecting our library data in regard to how the four floor library building is actually being staffed.
    3. Board members received evaluations to complete for the annual Director's review. They are due back by May 23.
  - b. Building & Grounds:
    1. Stair Carpet is ripping. It was fixed twice now with glue and tape. We need to have this fixed as soon as the budget allows.
    2. Window Wash – We had the windows professionally washed a few years ago. However, there is no money in the budget for this service this year
    3. Main St. exterior steps are cracking and falling apart where patching was done 5 years ago. Lacourciere will contact the contractor who did that work and get an estimate on how much it will be to fix. Peterson will take the bid to the Friends of the Library group to see if they would like to cover the cost of the repair.
    4. Lock Box - We are waiting on the Fire Department to know how and at what height the box should be attached.
  - c. Finance – no report

5. Correspondence

- a. On behalf of the Friends of the Library, Peterson shared with the board the design for the new library sign and updated the board on the progress. The sign has arrived; we are now waiting for the weather to cooperate for the electrical work to be done.

6. Old Business

- a. Gates / NFLS computer grant 2012 - tabled til next meeting, waiting on information from Nicolet Federated Library System.

7. New Business

- a. Board Bylaw - tabled. Director Murphy and President Lacourciere will make revisions to the *Regular Meetings* and the *Meeting Attendance* sections of the by-laws as discussed. These revisions will be presented to the Board for action on the May agenda as new business: Amendments to Board Bylaws.

b. Action on Administrative & Personnel Issues

1. The Board instructed Murphy to check on liability issues with custodial employee. Then Murphy was instructed to pass the information onto the custodial employee in the form of a letter.
2. The new part-time library clerk's salary will remain at \$7.68, M/S/C Guse, Maas

c. Action on Building & Grounds Issues – no action

8. Adjournment: M/S/C to adjourn Gilbert, Schroeder at 8:25 P.M.

Respectfully submitted,

*Amy Peterson, Secretary*

Next meeting: 7 pm Tuesday, May 24 - Bond Meeting Room