

## FARNSWORTH PUBLIC LIBRARY

### BOARD OF TRUSTEES MEETING, AUGUST 25, 2009

The meeting was called to order by President Lacourciere at 7:05 P.M.

**I. ROLL CALL:** Present – Ballestad, Gering, Gilbert, Guse, Lacouciere, Loberger, and Director Murphy. Excused – Bucheger and Peterson. Absent – Young

**II. MINUTES** of July 28, 2009 were approved as written, M/S/C Loberger, Guse.

### **III. DIRECTOR'S REPORT**

**a.** Bills, dated August 4, 2009 in the amount of \$217.48 and August 18 in the amount of \$2397.62, were approved. M/S/C Ballestad, Gering

**b.** YTD Library Expenditure Guideline Report was distributed. Director Murphy noted that the goal at this point of the year was to be at 67%.

**c.** It was noted that the \$1000.00 budgeted from the City of Oconto only for Bldg. Repair and Maintenance had not been received yet.

**d.** Also noted that interest on the undesignated carryover (reserve) fund balance was indicated as a negative balance, as it was not included as income in the 2009 budget.

**e.** Director Murphy pointed out that the Farnsworth Library News column in this week's Oconto County Report had items not directly related to the library but information of importance to the community – information on the telemarketing 'Do Not Call Registry' and on information on how to determine if you are on a secure website.

**f.** Director Murphy noted that the library has purchased the book Hoop Dreams on Wheels, which features former Oconto resident Jeremy Lade.

**g.** Director Murphy gave the board a brief overview of the Nicolet Federated Library System (NFLS) Directors Advisory meeting held on 8/12/09. Information was provide on NFLS' Restricted Reserve Fund of \$595,952.00 in 1999 which has changed and evolved over the years and is now NFLS' Segregated Funds Budget with a balance of \$806,606 for their 2009 budget year. At the NFLS" Board of Trustees meeting held on 8/18/09, a motion passed to provide NFLS funding to cover all of its member libraries matching funds needed for 2010 and 2011 Gates Computer Grants with no local community match required. Communities who do not receive Gates grant funds will be granted funds to purchase computers.

### **IV. Committee Reports:**

a. Administrative – None.

b. Building and Grounds – Steve Gering reported that Craig Henry had visited the building to review the proposed fire/security system. Mr. Henry is now in possession of the proposals and drawing for the system. Mr. Henry recommended the addition of one more smoke detector head in the storage area beneath the steps. A final okay from the Fire Department was anticipated in the next two to three weeks, followed by a request for formal bids. Gering noted that all new equipment could be brought up to code in the future, if required, without removing or replacing any of the proposed equipment.

c. Finance – None.

**V. Correspondence:** Director Murphy shared a letter that was received from the Mayor, which instructed that a 0% increase was to be the goal for the 2010 budget. He also indicated that all supporting documentation should be included on the Budget Sheet for any requests. The budget is due by 9/19/09.

**VI. Old Business:**

a. It was noted that it was possible that neither the Fire Department, nor the Police Department were in possession of keys to the building. Gering indicated that he would contact both departments to determine the status and ask them if they would like keys to the building. M/S/C Gering, Ballestad.

b. The Finance Committee submitted two proposed budgets - one to include a 2% increase for employees and the other to include a 3% increase. It was believed that city employees would be receiving a 3% increase and that this should apply to library employees, as well. Requests for funding from the City and County were unchanged from the 2009 budget year. Rentals were anticipated to be decreased from 2009, as one individual had blocked the rental space in 2009 at a much higher level and this could not be counted on to continue in the future. Employee education had remained unchanged from many years and Director Murphy was making up some of the shortage herself. Therefore, the amount for employee education was increased from \$100.00 to \$250.00 for the year. Finance Committee Chair Ballestad noted that employee salaries were based on the library being staffed on Saturdays for 52 weeks per year despite that fact that the library was closed on Saturdays for part of the year. This was done to accommodate employee vacation hours. The 3% Proposed Budget was approved. M/S/C Loberger, Guse.

**VII. New Business:** Director Murphy submitted a request for carpet cleaning to be performed over Labor Day Weekend, while the library was closed. The service would be provided by Environmental Carpet Cleaning at a cost of \$1,226.56 to include vacuuming and steam and spot cleaning of all carpeted areas, area rugs and mats. After a discussion, which included a request to include stain-guard, the expenditure was approved. M/S/C Loberger, Ballestad.

**VIII. Adjournment:** Motion to adjourn at 8:20 P.M. M/S/C Loberger, Guse.

Respectfully submitted, *Pamela Loberger*, Temporary Acting Secretary