

Farnsworth Public Library

Library Board of Trustees Meeting

June 28, 2011 Minutes

Meeting called to order by Pre. Lacourciere at 7:00 P.M.

1. Roll Call: Gilbert, Bucheger, Peterson, Honish, Lacourciere, Gering, Maas, Schroeder and Director Murphy. Excused: Guse
2. Approved Minutes of May 24,2011 M/S/C Maas, Gering
3. Director's Report and Updates
 - a. Bills Submitted – Bills dated 5/24/2011 for \$644.30, bills dated 6/7/2011 in the amount of \$1,657.02 and bills dated 6/21/2011 in the amount of \$608.67, M/S/C Honish, Gering
 - b. Year-to-Date Expenditures were reviewed by the Board
 - c. Trustees Gering, Honish, Lacourciere and Gilbert's terms will expire in July. This will be on the city council agenda next month
 - d. A list of purchases made with the Gates and Nicolet Grant was reviewed – 5 new PCs, 3 Monitors, a printer, MS Office and Adobe Acrobat. All will be installed by the end of August.
4. Committee Report
 - a. Administrative and Personnel – By unanimous Roll Call vote the Board moved into closed session at 7:20 P.M. to review personnel issues. M/S/C Gilbert, Gering at 7:28 P.M. to move back into open session.
 - b. Building/Grounds – front steps are patched. The east window will get fixed later this week or next week
 - c. Finance – Maas suggested making list of needs now and to work on budget continually
5. Correspondence – Board received and reviewed 2 letters. One from Gunter Insurance and City Attorney Frank Calvert. M/S/C Gilbert, Honish to authorize Director Murphy to contact custodian, in-person and in-writing, under advisement from the city attorney that only hired employees may work at the library without the aid of non-employees.
6. Old Business – nothing
7. New Business
 - a. Circulation Policy – OWLSnet changed their music CD circulation policy and we need to change our library policy to match theirs for computer reasons. M/S/C Schroeder, Bucheger to change music CD circulation to 2 week borrow time.

- b. Action on administrative/personnel issues – M/S/C Schroeder, Gilbert to raise Asst. Director’s wage to \$14 per hour
 - c. Stairwell carpet – needs to be replaced, however there is no money in budget to replace it. Schroeder suggested asking the Friends group about monies for this project. Peterson will have it on the Friend’s agenda for September
8. Adjournment – M/S/C Gering, Maas at 7:55 P.M.

Respectfully Submitted,

Amy Peterson, Secretary