

**Community Library
Town of Randall / Town of Salem / Village of Paddock Lake
Village of Silver Lake / Village of Twin Lakes
Board of Trustees Meeting Minutes
Monday, March 24, 2008**

Call to Order and Pledge of Allegiance: The meeting in Twin Lakes was called to order by President Boening at 6:30 p.m.

Members Present: President Boening, Trustees Baughman, Mahoney, Nolan, Sokolski, Surchik, Swan, Zamazal, and Library Director Close.

Members Absent: Trustees Greenwood and Fish were excused.

Minutes: President Boening clarified the trustee comments section regarding securing meeting rooms. Trustee Fish was trying to secure rooms for candidate meet and greet sessions. President Boening requested that in future meeting minutes, if there is an abstention, the trustee name should be noted. Trustee Swan inquired if the library would have suitable space for school children if the school was evacuated. Director Close explained that since the school has over a thousand children, as many as possible could come inside while waiting for buses that would be dispatched as soon as possible. She explained that it would be a temporary location for the children. The minutes were moved for approval by Sokolski and seconded by Zamazal, which then passed unanimously.

Citizen Comments: Citizens present – none.

Finance:

A. Acceptance of Financial Report – Director Close reported that the Town of Randall is three months behind in payments as of March 15th. Trustee Swan inquired about the refund for \$14.95 shown in the financial report. Director Close explained that it had been coded wrong. The journal entry was not capable of adjustment. It was moved to approve the financial report by Swan, seconded by Sokolski. The motion carried with 7 ayes and 1 abstention (Trustee Nolan).

B. Review of account summary – Director Close explained that municipalities pay installments to the library.

C. Action on bills to be paid – The pension check to US Bank was grandfathered in for an employee who wanted her check deposited to a specific account. If an employee has worked at the library over three years, he/she is eligible for a pension. It was moved to approve the bills to be paid by Surchik, seconded by Zamazal. The motion carried with 7 ayes and 1 abstention (Trustee Nolan).

Monthly Progress Reports – Director Close reported that circulation and patron counts have declined for February. The library closed a day in February due to weather. New circulation employees are being trained and some patrons may be missed during this time. President Boening asked for a comparison of the counts from year to year. Director Close will bring them to the next meeting.

Correspondence: Trustee Mahoney sent a letter to the board members with concern regarding Trustee Nolan's contracted work and board member status. Trustee Nolan stated she is recusing herself from the discussion and left the meeting room. Trustee Mahoney claims Trustee Nolan should have to make a choice of being a contracted worker or being on the board. Trustee Nolan has a gross income below the \$15,000 amount, which is allowable for a board member according to Wisconsin's Code of Ethics for Local Officials. Trustee Mahoney continued stating her employment and board status is unethical. He stated that if she makes \$7,000, she cannot keep an open mind being on the board. President Boening said that she will put the custodial contract out for bid. Trustee Mahoney said he is not trying to get rid of Ms. Nolan, but rather it needs to be done the right way. President Boening said the board positions are volunteer jobs, and that all trustees act for the good of the library. Trustee Mahoney said that 16 years without an audit is unacceptable. Director Close explained that the library has done audits on the recommendation of an external and independent auditor. Trustee Mahoney asked if we have those records on file; Director Close said yes. Trustee Zamazal brought forward discussion regarding the Open Meetings Act. Library business is conducted only at Library Board meetings, and talking about library business in between meetings is unacceptable. She explained that Trustee Mahoney delivered a letter to her home, walked through the gate, and opened the front door to place the letter between the doors. Trustee Zamazal told Trustee Mahoney to never come on her private property again. Trustee

Mahoney told the board, “You people have to talk to your boards. They think this is a social gathering.” Trustee Zamazal said they don’t come to our meetings, but board documents are disseminated to the five different municipal offices. Trustee Mahoney stated that the board members were elected to this board. President Boening clarified that the board members are appointed, not elected. She added that Director Close works for the board. Director Close said that is on the organization chart as well. President Boening said the board doesn’t select the board members, the municipalities select the board members. Trustee Swan shared that she was re-appointed by Randall last summer and that she attends most of Randall’s monthly meetings and reports on the library. President Boening said if the municipalities think the library board is a social club, they need to come to a meeting and see what really happens. Trustee Mahoney asked if Ms. Nolan is on the board. Trustee Swan stated that we cannot fire her because we didn’t hire her.

Standing Committee Reports:

A. Personnel/Finance – Director Close handed out the by-laws. President Boening said that if a board member has three unexcused absences, that is a reason to notify the appointing board.

B. Policy/Services – The board is expected to review the by-laws and take notes.

C. Facilities –

1. Randall / Twin Lakes Planning Committee update – Rick McCarthy from Burnidge Cassell presented information to the board on the architecture plan for a new building in Twin Lakes. He asked the board when the referendum will take place. Trustee Mahoney said that Twin Lakes wants it to be with the general election in November. President Boening said that the spring election is what the library board was looking for. Rick said there is not enough time to prepare the design and meet with the public prior to the November election. Director Close said if the design and costs are not ready, it is not possible to have a referendum. President Boening said that there is a general election for towns and villages in April (2009). Once there is a referendum date, Rick said he can prepare the lead time and cost. President Boening would like to have a few large meetings and smaller meetings for the public where the board members can attend as well. Director Close added that Burnidge lets a lot of different people have input into the new building plans. They need to give people a chance to have their say with the architect. Rick said that you need to involve the community as you never know who will have a really good idea. He asked the board to review the contract. President Boening said that the board will look at it and put it on the agenda for next month. Rick would like a letter of intent from the library. Director Close agreed and said the contract is a standard document. Trustee Nolan requested that the library’s attorney look at it. Trustee Baughman also said he would like the attorney to look at it. President Boening said she will get a letter of intent. Trustee Nolan wants it written as a general contract. President Boening said she will drop off the contract at the attorney’s office on 3/25/08. Rick said the next steps would then be to do soil borings, civil engineering and then design the building. Trustee Baughman said the board needs to get the intention of Randall/Twin Lakes for a referendum and bring to next month’s meeting. Director Close said it will be a line item on the next agenda.

2. Other – None.

Old Business:

A. Internet issues – None.

B. Landscaping at Salem – Swartz has been staying in touch with the library and communicating regularly. Director Close will request a mid-April deadline. She stated there is approximately \$11,000 in the budget for landscaping from payment from the road construction project. Paddock Lake, Silver Lake, and Salem own the property where the library is located.

C. Financial review/Audit – There will be a special meeting at Salem on March 25th at 7:00 p.m. The financial agent for the library will be an agenda item. Currently, the library board has taken responsibility of an audit. State statute says it is the fiscal agent’s responsibility to do an audit. The Town of Salem may want to give it up for another municipality. Doug Baker will be at that meeting.

D. Other – Director Close requested board members provide ideas on how to better collect patron counts. Trustee Swan said she will look up ideas.

New Business:

- A. Other** – Debbie Greskiw sent a letter to the five municipalities clarifying they receive board materials. The 2008 binder was distributed on March 5, 2008. Trustee Zamazal said Twin Lakes is having a hard time following the board materials.
Liza sent information about our programming to the Wisconsin Association of Public Libraries which was published in their newsletter.

Trustees' comments: None.

Report from the Friends: The next book sale will be on April 5th from 10:00 a.m. – 3:00 p.m. in Twin Lakes. The sale includes hardcovers only for \$1.00, The annual meeting will be on April 22 at 7:00 p.m. at the International House of Wine and Cheese. Wine and cheese will be served prior to the dinner from 6-7:00 p.m. for \$8.00. Dinner is from 7-8:00 p.m. and costs \$23.50. The regular book sale is May 17th from 10:00 a.m. – noon for Friends only, and from 12:00 – 4:00 p.m. for the general public. The book sale will continue on May 18th from noon – 4:00 p.m. with a \$5.00 bag sale. Former library board member Barb Robinson will receive recognition as “Volunteer of the Year”. President Boening will recommend the Friends donate \$5,000 to the Randall/Twin Lakes building planning account The next Friends of the Library meeting will be on May 5th.

Date, time, and location for next meeting: April 28, 6:30 p.m., at Salem.

Adjournment: Trustee Swan moved to adjourn the meeting. Trustee Sokolski seconded. The meeting adjourned at 8:05 p.m.

Respectfully submitted, Kristin Kerpec.