

**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, May 19, 2008**

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

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

Members Absent: Trustees Baughman, Greenwood, Surchik and Swan were excused.

Minutes: The minutes were moved for approval without changes by Fish and seconded by Zamazal, which then passed unanimously.

Citizen Comments: Citizen present – one citizen from Camp Lake. No comments.

Finance:

A. Acceptance of Financial Report – Director Close explained that there had been a prior incorrect entry for a municipality payment that was now corrected. The second quarterly payment from Twin Lakes had been credited to the Randall account number on the March Financial Report. Randall is two months behind in their payments. The municipality boards did not notice the discrepancy. It was moved to approve the financial report as written by Sokolski, seconded by Fish. The motion carried with 5 ayes, 0 nays and 1 abstention (Trustee Nolan).

B. Review of account summary – Director Close said the library is solvent.

C. Action on bills to be paid – Director Close explained that Mark Morris, the neighbor that lives behind the Salem location, had work done on the culvert under the library driveway. The costs were shared with Mr. Morris. The library paid \$325.00. When there is a check in a person's name that is not an employee, it is generally for a program presenter (i.e. Marti Timm). Tonyan Diversified is being paid for services rendered of moving a book drop and placing concrete for a handicapped ramp. It was moved to approve the bills to be paid by Zamazal, seconded by Sokolski. The motion carried with 5 ayes, 0 nays, and 1 abstention (Trustee Nolan).

Monthly Progress Reports – Director Close reported that the report received will be the last one with the Advance system comparison. Vubis started in the second half of April 2007. In the 2007 comparison, it incorrectly says 2008. The circulation for April 2007 was 14,448 and 14,648 in April 2008. The patron count shows that numbers increased at all three sites. Attendance at programs presented by both Youth Services and Adult Services is increasing.

Correspondence: Copies of a letter from Rose Nolan were distributed to the board members announcing her resignation. Trustee Fish commented on the letter stating that she doesn't like it when villages are not going with state statute. Trustee Zamazal shared a newspaper article in the Kenosha News written by Paula L. Doty from the Town of Randall in support of the Community Library. President Boening read the article to the board members.

Standing Committee Reports:

A. Personnel/Finance – Director Close stated the committee has not met yet.

B. Policy/Services: Review of by-laws – Director Close explained that the review of the by-laws cannot be finalized because the joint agreement revision is not yet finalized. The by-laws are modeled after Kenosha Public Library's by-laws. Article 3, Section 1 needs to add that a trustee must be on the board for one year before being eligible for an officer position. Article 3, Section 2 needs to include that an officer is not eligible to serve more than two consecutive terms in a position. The Board's July meeting is considered the annual meeting where officers are elected. Article 3, Section 3 needs to explain that a library administrative assistant is designated to take the minutes. If an administrative assistant is not available, a library board member must take the minutes. Article 3, Section 5 needs to state that if there is not a

quorum, the president and director can approve necessary bills to keep the building operations running (i.e. rent, utilities, etc.). No date is set up for the committee to meet at this time.

C. Facilities – None.

Old Business:

A. Internet issues – Trustee Fish asked why we don't have wireless Internet. Director Close said that the library is working on it. When completed, access will be available in the building and it will extend outside the building.

B. Landscaping at Salem – Director Close said the work started today. There are rock beds for the drains. Swartz is cooperative to work with. President Boening commented that the library has a great gardening staff.

C. Financial review/Audit – The Request for Proposals received by the library were given to President Boening. She requested that a committee be formed to meet about them. The municipalities are not selecting the auditor as the Library Board has sole control over its expenditures. Volunteers for the committee are Trustees Zamazal, Fish, and President Boening.

D. Joint operating agreement – President Boening said she was troubled by two items in the proposed joint agreement. She read Section Q aloud, which states that the municipalities will pay the library in equal quarterly installments. President Boening explained that the Village of Twin Lakes is the only municipality that currently pays quarterly. The Town of Randall is always behind in their payments. Trustee Fish added that it states that modification of the library by-laws must be approved by the five municipalities. Doug Baker explained to President Boening that the by-laws are internal and not governed by the municipalities. The library attorney agreed that the five municipalities do not have this authority. The municipalities may look at the them, but do not have authority to change them. The Kenosha County Library System has a meeting on May 22 from 5:30 – 6:30 p.m. at Salem.

Secondly, Section B, paragraph two, states that Paddock Lake wants to appoint someone not yet living in the area who works in its jurisdiction. The language is statutory. Trustee Fish stated there was one typo. The joint agreement is being discussed tonight by Twin Lakes. Trustee Nolan is concerned that the fiscal agent has control over the library board fund spending. Some situations may be a conflict of interest if the new administrator of Paddock Lake is on the library board and that is the municipality that is also its fiscal agent. Trustee Fish is concerned because Paddock Lake made a major financial mistake in the past. Currently, Kenosha Public Library and the City of Kenosha have compatible software with each other. The library enters data for checks and the fiscal agent runs the checks. Trustee Mahoney asked why the withholding changed. Director Close explained that the data of the previous vendor was sent differently than the new company. Trustee Zamazal recommended getting it in writing if the state law requires the municipalities have authority to approve changes. President Boening will talk to Doug Baker tomorrow.

E. Other – None.

New Business:

A. Cleaning contract - Rose Nolan submitted a new cleaning contract. Trustee Mahoney asked Rose when the last time was she received an increase for cost of living. Rose said it had been a long time. Trustee Mahoney asked how much of an increase Rose put in the contract. She said under 4%. Trustee Mahoney asked how much she makes per week. Rose replied that she bills \$125 per week. The proposed contract runs for three years starting June 1, 2008, with a yearly cost of living increase. It was moved to increase Rose Nolan's cleaning contract payment from \$125 per week to \$150 per week and approve the contract by Mahoney, seconded by Zamazal. The motion carried with 5 ayes, 0 nays, and 1 abstention (Trustee Nolan).

B. FYI: Summer programming – Director Close said that youth services and adult programming is scheduled for the summer. She recommended that board members stop by the front desk to pick up a brochure. The Libertyfest parade theme is "Catch the Reading Bug" and takes place on July 5th at 11:00 in Twin Lakes. The parade attire is a bee theme. Trustee Fish has a boat if the Friends of the Library want a float.

C. Other – None.

Trustees' comments: Trustee Mahoney gave a thanks to Trustee Nolan for her years of service. He also stated that the Twin Lakes library road sign will be ordered if needed and put up.

Report from the Friends: President Boening shared that the book sale on May 17-18 brought in \$1,048.00 and \$160 in new memberships. Trustee Mahoney asked what the \$14,000 went to for the Randall/Twin Lakes fund. President Boening explained that it paid for the architect plants. Last, President Boening said that Thelma Duncan is back in town and the next Friends of the Library meeting is in August.

Date, time, and location for next meeting: June 23, 6:00 p.m. coffee social, 6:30 p.m. meeting, in Twin Lakes.

Debbie Greskiw, Community Library Administrative Assistant, said that Dave Cox said the auditors should complete the audit in the fall. President Boening received auditor proposals and will have a meeting to select an auditor. President Boening was re-appointed another three years. The library is selling canvas bags with our logo for \$5.00.

Adjournment: Trustee Fish moved to adjourn the meeting. Trustee Zamazal seconded. The meeting adjourned at 7:37 p.m.

Respectfully submitted, Kristin Kerpec.