

**BEECHER COMMUNITY LIBRARY BOARD MEETING  
TUESDAY, SEPTEMBER 18, 2012 7:00 PM-LIBRARY**

Meeting began with the Pledge of Allegiance.

**TRUSTEE ROLL CALL: Biery, present; Bunte, present; Czarnecki, present; Dean, present; Saller, present; Skold, present; Wehling, present.**

Also present: Jill Grosso & Vicki Squier.

**Regular meeting Trustee Roll Call.**

**Biery, present; Bunte, present; Czarnecki, present; Dean, present; Saller, present, Skold, present; Wehling, present.**

**SECRETARY'S REPORT:**

Board reviewed the regular and executive minutes of July 17, 2012, as well as the Special Meeting of 8-30-12.

Following review and discussion, Skold moved to approve all minutes as presented, seconded by Bunte.

**Biery, yes; Bunte, yes; Czarnecki, yes; Dean, yes; Saller, yes; Skold, yes; Wehling, yes. Motion passed.**

**TREASURER'S REPORT:**

Gwen presented her Treasurer's report, and commented that our CD's will be coming due soon. Jill had a question about the PRIMEVEST figure, which Gwen explained reflects recent interest.

Czarnecki moved to approve Treasurer's report as presented, seconded by Wehling.

**Biery, yes; Bunte, yes; Czarnecki, yes; Dean, yes; Saller yes; Skold, yes; Wehling, yes. Motion passed.**

Board reviewed the Outstanding bills. Jill explained her frustration with the AT&T billing department. She now has an account manager helping out. Vicki explained there were new additions and corrections. She then gave a new total for the month, \$13,789.43.

After a review, Saller moved to pay outstanding bills, seconded by Bunte.

**Biery, yes; Bunte, yes; Czarnecki, yes ; Dean, yes; Saller, yes; Skold, yes, Wehling, yes. Motion passed.**

Gwen noted that the Budget Comparison is only 2 months into the new fiscal year.

### **DIRECTOR'S REPORT**

- STATS remain average for this time of year; numbers down when school begins. E-reader numbers are down a bit.
  - SWAN updating begins tomorrow.
  - Jill hopes to have 'Author' programs in the future. There are a few local authors who may be interested in appearing.
  - Per-Capita grant is being prepared. The board must review and think about different types of funds we can levy.
  - Jill has a list of requirements Board of Trustees must review. Most notably, our Programs and Programming standards must be adhered to..
- Jill offered many ideas for Programs that would be educational and simply 'of interest' to our patrons. Shirley and Jill shared ideas and opinions about why our programs aren't always well-attended. Jill thought a one-on-one Beginner Computer Class; Shirley likes a morning Reading Program for the little ones.
- Shirley brought the board up to speed on Marilyn Rossler's status. Marilyn has decided not to do volunteer work in the library any more.
- Jill reminded board about completing the *OPEN MEETINGS ACT TRAINING* online.

### **CORRESPONDENCE:**

- A letter from Mr. Curtis Dykstra, of *Smith, Koelling, Dykstra & Ohm, P.C.* Certified Public Accountants and Advisors. Gwen explained the his concern with a couple figures he felt were 'off'. She will be working with our Mr. Dykstra in the future.

### **COMMITTEE REPORTS**

Building/Grounds: Lance trimmed the trees that were on the roof & gutters. Beverly voiced concern over the timer for outside lights. Lance has spoke with Alan about the timers. We need to do further investigation.

Housekeeping: Kathy reports floors were washed today.

Personnel: Gwen had nothing at this time.

Schools: Jennifer and Jill have visited the schools, and she believes they

have made some new connections.

Social: Beverly reported on the progress of the 'Christmas House Walk' plans. Things are moving along well; shopping nearly finished, most stored upstairs! Volunteers are attending meetings and all remain enthusiastic.

General: Shirley reports: In memory of Helen Boyens, a *Thomas Jefferson* bust was purchased. Fred will be making a larger base for the statue to insure it sits sturdily on the bookcase. "I cannot live without books" by T.J. will be engraved on the front of the base.

- More leaves have been ordered for the "Memory Tree"

- In April, three board positions will be up for re-election: Shirley Biery, Jennifer Bunte and Gwen Dean. Candidate must complete petitions prior to election day.

**AUDIENCE PARTICIPATION: None.**

### **UNFINISHED BUSINESS**

Shirley talked about the Electrical Aggregate, as it pertains to service choices in our library. Following discussion, it was decided that Shirley, Jill and Lance will arrange to meet with Bob Barber, Village Administrator, for advice and explanation.

The subject of The Community Bank's decision not to pay for snow plowing in the future was discussed. Shirley read the letter from Greg Ohlendorf. After hearing opinions from the board, it was decided to wait before signing the addendum to the rental contract. Shirley agreed to call Greg and re-address the issue.

### **NEW BUSINESS**

Library card Policy: Following a lengthy discussion, Czarnecki moved that we amend the *Resident Library Card* policy, seconded by Skold.

**Biery, yes; Bunte, yes; Czarnecki, yes; Dean, yes; Saller, yes; Skold, yes; Wehling, yes. Motion passed.**

Proctoring Policy: Following discussion, tabled.

Time Away From the Workplace policy: Jill and Gwen prepared this policy together and Jill made a presentation. The board suggested minor changes be made. Skold moved that we approve the *Time Away from The Workplace* policy with changes, seconded by Saller.

**Biery, yes; Bunte, yes; Czarnecki, yes; Dean, yes; Saller, yes; Skold, yes; Wehling, yes. Motion passed.**

The board next discussed the *Staff Job Descriptions*. Gwen, Jill and Shirley shared opinions on particular wording with job titles and descriptions. Current details will remain until next year. Wehling moved to approve *Staff Job Descriptions* with corrections, seconded by Skold.

**Biery, yes; Bunte, yes; Czarnecki, yes; Dean, yes; Saller, yes; Skold, yes; Wehling, yes. Motion passed.**

#### **ANNOUNCEMENTS**

**- October 16, 2012 Monthly Board meeting, 7 pm.**

Czarnecki moved to adjourn meeting at 8:45 PM , seconded by Bunte.

**Biery, yes; Bunte, yes; Czarnecki, yes; Dean, yes; Saller, yes; Skold, yes; Wehling, yes. Motion passed.**

**Kathryn A. Czarnecki**

  
**Secretary**