

W. J. Niederkorn Library  
Library Board Meeting  
Minutes  
Friday, January 19, 2018 8:30 a.m.  
In the Community Room of the Library

1. Roll call. Bob Bretl, Kay Goodwin, Tom Hudson, Paul Neumyer, Justin Ritter, and Marie Zirbes  
Excused: Karen Vollmar and Mike Weber. Guest: Mia Arter. Also attending Director Tom  
Carson. The meeting was called to order at 8:31 a.m. by President Ritter.
2. Correspondence: Thank you letter from Jackie.
3. Public comment: Mia Arter, Presidents of the Friends of the Niederkorn Library, spoke to the  
Board about the needs of the officers of the Friends needing to step back from active  
leadership and needs help to recruit new members and volunteers. Carson will talk to some  
others about getting Mia and the other officer's more help.
4. Approval of minutes: Zirbes made a motion to accept the December 2017 minutes and Hudson  
seconded. Passed.
5. Approval of schedule of invoices: Zirbes made a motion to accept the December 2017 schedule  
of invoices and Bretl seconded. Passed.
6. Approval of revenue and expense report. No Report for January 2018. .
7. Job descriptions
  - a. Assistant Director / Technology Administrator: Carson shared the job description and  
will proceed with the job posting.
  - b. Library Assistant. The Board reviewed the Library Assistant position. Carson would like  
to move 6 Circulation positions to the Library Assistant title. Carson will bring back to  
the February meeting for approval.
8. Director's Report.
  - a. Building updates. The HVAC software will be updated soon. The windows will be  
replaced soon. The tree sculpture in the Children's department is now completed.  
Carson has sent out bids for painting the exterior of the Library.
  - b. Staffing updates. Nina's last day was January 11<sup>th</sup>. We are recruiting for a 10 hour a  
week story teller.
  - c. Positive publicity. Carson included an *Ozaukee Press* story on the success of the Teen  
Program at the Library and a story from *Transitions* on Bob and Bernie Bretl and their  
longtime volunteering at the Library and with Friends of the Library.
  - d. Other. The Library will be receiving some State of Wisconsin tax forms, but Federal  
forms will not be available. Staff can help patrons find the forms online.
9. Adjournment was at 9:13 a.m. with a motion by Zirbes and seconded by Goodwin.

Minutes respectfully submitted by Kay J. Goodwin