

W. J. Niederkorn Library
Library Board Meeting
Minutes
Friday, February 9, 2018 8:30 a.m.
In the Community Room of the Library

1. Roll call: Kay Goodwin, Tom Hudson, Paul Neumyer, Justin Ritter, Karen Vollmar (via phone), Mike Weber and Marie Zirbes. Excused: Bob Bretl. Also attending Director Tom Carson and Mark Grams. The meeting was called to order at 8:32 a.m. by President Ritter.
2. Correspondence: Thank you from Nina Ryer and Teen program kudos from Duey Stroebel.
3. Public comment: None.
4. Zirbes made a motion to go into closed session according to Wisconsin State Statute 19.85 (1) (c) to discuss employment, promotion, compensation or employee evaluation of any public employee over which the government body has jurisdiction or exercises responsibility at 8:33 a.m. and Hudson seconded. Weber made a motion to go back into open session at 9:17 a.m. and seconded by Hudson.
5. Approval of minutes: Zirbes made a motion to accept the January 2018 minutes and Hudson seconded. Passed.
6. Approval of schedule of invoices: Zirbes made a motion to accept the January 2018 schedule of invoices and Hudson seconded. Passed.
7. Approval of revenue and expense report. No Report for February 2018.
8. Borrowing materials from other libraries. We lent 30,310 items and borrowed 43,134.
9. State of Wisconsin Annual Report: Tom is working on and will be completed next week.
10. Library Assistant Job description: the full job description was included in the packet.
11. Director's Report.
 - a. Building updates. The HVAC software will be updated 2/20. The windows will be replaced next week weather depending. The magazines are located in their new section with clear boxes. The new delivery staging area is almost ready to go.
 - b. Staffing updates. The staff is doing a tremendous job despite the changes in staffing. The Assistant Library Director and Adult Services positions will be posted this week. Erin Greve joined the staff on 2/5 as the new Children's Library Assistant.
 - c. Other.
 - i. Adult Services. Adult programming will continue on a small scale until a new staff member is hired. Yoga and book discussions are already scheduled.
 - ii. Teen Services. In January over 100 1st through 8th graders signed up for the Milwaukee Bucks Reading Challenge.
12. Adjournment was at 9:30 a.m. with a motion by Zirbes and seconded by Goodwin.

Minutes respectfully submitted by Kay J. Goodwin