

**Minutes of the  
Meeting of the Chippewa Falls Public Library Board of Trustees  
May 15, 2013**

**1. Call to Order**

Meeting was called to order by President Stacey Miller at 5:15 P.M.

**2. Roll Call of Members**

Members Present: Hicks; Miller, Peterson, Rasmus; Russell, Nebelsiek

Members Absent: Hoekstra

Others Present: Director Virginia Roberts; Confidential Administrative Assistant Deb Braden

**3. Approval of Agenda**

Motion by Russell, seconded by Rasmus to approve the agenda. All present voting Aye. Motion carried.

**4. Disposition of Minutes of Regular Meeting of April 10, 2013 Board Meeting**

Motion by Peterson, seconded by Hicks to approve the minutes of the regular meeting of the library board held April 10, 2013. All present voting Aye. Motion carried.

**5. Disposition of the Vouchers to be Paid from the 2013 Budget on May 22, 2013**

Motion by Nebelsiek, seconded by Rasmus to approve payment of May vouchers from the 2013 budget. All present voting Aye. Motion carried.

**6. Public Appearances**

None

**7. Correspondence**

None

**8. Management Report**

A peephole was installed in the loading dock door for a minimum cost. The blue exterior drop boxes were worked on this month. We will check on carpet samples and prices for the next meeting since the council has approved the expenditure. June 3rd we will host Melissa Olson for a pre-release of her book Trail of Dead. Patron count for April was 14,840, average 571 visitors daily. The reading program for this summer is shaping up.

**9. Committee Reports**

- a) **Revised Cell phone policy**

Will have designed areas for use in computer area and foyer (lobby). The young adult area will be a quiet area. Young adults usually text anyway. Motion by Russell, seconded by Hicks to accept the policy as stated. All present voting Aye. Motion carried.

- b) **Behavior policy/Code of Conduct**

Added bags and other articles are subject to inspection by library staff. The law doesn't allow use to search bags but we can request to see inside of bag. If they don't allow us to search we can call law authorities. Motion by Nebelsiek, second by Peterson to approve change in behavior policy/code of conduct. All present voting Aye. Motion carried.

- c) **Minimum age on Library Cards**

Addition of minimum age being age 4 with must be able to write their name. This will be added to the circulation policy. Motion by Rasmus, seconded by Nebelsiek to approve the change. All present voting Aye. Motion carried.

- d) **Emergency Procedures**

Fire safety is part of the large building manual. Motion by Russell, seconded by Peterson to approve the change. All present voting Aye. Motion carried.

Motion made by Nebelsiek, seconded by Russell to approve the Policies and Facilities committee meeting report. All present voting Aye. Motion carried.

10. Motion by Hicks to go into closed session under Closed Session under WI Statutes 19.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." to: **a. 2013 Wages. b. Director's 1 year evaluation.** Seconded by Peterson. All present voting aye by both voice and roll call.

Agenda items at hand discussed.

11. Open Session

Motion by Russell to return to open session, seconded by Miller. All present voting aye by both voice and roll call.

12. Current Business

- a) **Lobby Remodel**

Looking at several options to paint the doors a different color (metallic sage green has been suggested), glass over bulletin board, better lighting inside the front doors, glazed bulletin boards. Suggestion was made to put a backing on the display board. Members asked to take pictures of different foyers when they travel to different places. Talked about reducing the circulation desk, Virginia will check into the brick front and wiring.

13. Announcements

- a) After 10 years Nebelsiek is not continuing, Peterson is leaving after 15 years. June will be their last meeting.
- b) Friends of the Library meet quarterly.
- c) Taking suggestions for the library website. The city is updating their website and will have a tab directly to the library website..

14. Items for future consideration

- Next month is election of officers. Keep in mind.

15. Adjournment

Motion by Rasmus, seconded by Russell to adjourn. All present voting Aye. Motion carried. Meeting adjourned at 6:25 PM.

Respectfully Submitted,  
Deb Braden, Confidential Administrative Assistant