

**Minutes of the
Meeting of the Chippewa Falls Public Library Board of Trustees
January 14, 2015**

1. Call to Order

Meeting was called to order by President Mary Ann King at 5:00 p.m.

2. Roll Call of Members

Members Present: Ambelang, Hoekstra, King, Miller (arrived 5:05pm), Rasmus, Russell

Absent: Olson

Others Present: Director Joe Niese; Confidential Administrative Assistant Deb Braden

3. Approval of Agenda

Motion by Rasmus to approve the agenda. Seconded by Russell. All present Voting Aye. Motion carried.

4. Disposition of Minutes of Regular Meeting of December 10, 2014 Board Meeting

Motion by Russell to approve the minutes of the regular meeting of the Library Board held December 10, 2014, seconded by Rasmus. All present voting Aye. Motion carried.

5. Disposition of the vouchers to be paid from the 2014 budget after January 20, 2015.

Motion by Hoekstra, seconded by Russell to approve payment of the vouchers to be paid from the 2014 budget after January 20, 2015. All present Voting Aye. Motion carried.

6. Disposition of the vouchers to be paid from the 2015 budget after January 20, 2015.

Motion made by Russell, seconded by Hoekstra to approve payment of the vouchers to be paid from the 2015 budget after January 20, 2015. All present Voting Aye. Motion carried.

7. Public appearances by citizens.

None

8. Correspondence

None

9. Management Report

Director Niese presented the Management Report. He talked about highlights from the report. He also reported that the Library would not be taking on a new Intern from UW-Eau Claire until Fall. This will allow him time to get used to his new role at the Library as Director. He has been looking into an alternate door counter for more accuracy. The Board gave him authority to pursue this further. Director Niese has ordered four Raspberry Pi machines to help speed up the computers. This is a more cost efficient way of upgrading the computers rather than buying new computers. Applications for the Reference Desk job have been arriving the deadline for applications is Wednesday, January 21st at 4 p.m.

10. Committee reports

a) Minutes from Personnel Committee December 18, 2014

Motion by Hoekstra, seconded by Miller to approve the minutes of the Personnel Committee held on December 18, 2014. All present Voting Aye. Motion carried.

b) Minutes from Personnel Committee December 30, 2014.

Motion by Hoekstra, seconded by Rasmus to approve the minutes of the Personnel Committee held on December 30, 2014. All present Voting Aye. Motion carried.

c) Minutes from Personnel Committee January 7, 2015.

Motion by Hoekstra, seconded by Russell to approve the minutes of the Personnel Committee held on January 7, 2015. All present Voting Aye. Motion carried.

11. Current Business

a) Library Handbook

Motion made by Russell, seconded by Hoekstra to approve the Library Handbook with correction to page 6 regarding sandals. All present Voting Aye. Motion carried.

b) Jessi Peterson travel in March to DPI training.

Board discussed that this is a Director approval within the Library's budget.

c) Furniture for upstairs

A proposal with options for new furniture for the Young Adult Area was presented. Funds from the Friends of the Library have been requested to offset the costs of the furniture. Discussion followed with suggestions to contact other Vendors about pricing. Motion made by Russell, seconded by Miller to approve up to \$2,000 out of the Library's budget under furnishings. All present Voting Aye. Motion carried.

d) Schedule for 2015 Board of Trustee Meetings.

The schedule for the 2015 Board of Trustee Meetings was reviewed.

e) Set Calendar for review of Board goals

The Board selected June to review the Board goals.

f) Set Calendar for Director's Performance Review.

The Board selected in six months to do the Director's Performance Review which would be in July.

g) Set Calendar for Five Year Plan.

The Five Year Plan will be reviewed in July. The Board also asked that each month they would have a Department Head present what their department is doing at the Library and share ideals. This would give the Board an opportunity to get to know the staff better and the staff would get to know the Board better. They would like to start with the Children's Coordinator Jessi Peterson in February. Director Niese will contact the Department Heads and set up a schedule of presentations for the Board.

h) Community Foundation Activity.

The Board would like to have a year to year check in with the Community Foundation. Motion made by Hoekstra, seconded by Rasmus to take the earnings from the last year and roll them over into the account. All present Voting Aye. Motion carried.

The Board would like to have a representative of the Community Foundation come and talk about funding. Rasmus will check with Community Foundation and set something up.

i) 2015 salary increases

Motion made by Russell, seconded by Rasmus to approve a 1% salary increase for the Library Employees excluding the Pages and Director effective January 1, 2015. All present Voting Aye. Motion carried.

j) Change Admin Asst hours

Director Niese would like to add Mondays at an additional five hours to the Admin Asst Position. This has already been budgeted for in the City's allotment for salaries. Motion made by Hoekstra, seconded by Miller to change the Admin Asst hours to 20 hours per week for a three month period, then after the three month period review it. All present Voting Aye. Motion carried.

12. Announcements

An issue with a Bankruptcy has come up. Director Niese shared a sheet on "Personal Bankruptcy and What It Means for Public Libraries" This item will be added to the agenda for next month.

13) Items for future consideration.

a) Bankruptcy

14. Closed Session under WI Statutes 19.85(1) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. "To:

a) Director Performance Goals

Motion by Hoekstra seconded by Russell to go into Closed Session under WI Statutes 19.85(1) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. "To a) Director Performance Goals with Director and Board of Trustees only in attendance.

Roll Call Vote: Aye --Ambelang, Hoekstra, King, Miller, Rasmus, Russell. Motion carried. Time 6:00 p.m.

Board of Trustees and Director discussed the above reference item.

10. Will return to open session

Motion made by Hoekstra, seconded by Miller to return to open session at 6:10 p.m. All present voting Aye. Motion carried.

15. Adjournment

Motion made by Hoekstra, second by Miller to adjourn. All present voting Aye. Motion carried. Meeting adjourned at 6:11 p.m.

Respectfully Submitted,
Deb Braden, Confidential Administrative Assistant