

**Minutes of the  
Meeting of the Chippewa Falls Public Library Board of Trustees  
March 11, 2015**

**1. Call to Order**

Meeting was called to order by Board Member Connie Russell at 5:00 p.m.

**2. Roll Call of Members**

Members Present: Ambelang, Hoekstra, Miller, Olson, Rasmus, Russell

Absent: King

Others Present: Director Joe Niese; Confidential Administrative Assistant Deb Braden, Tech Services Dept. Head Jeanne Peterson.

**3. Approval of Agenda**

Motion by Hoekstra to approve the agenda. Seconded by Olson All present Voting Aye. Motion carried.

**4. Department Head Reports**

**a) Jeanne Peterson – Tech Services**

Jeanne Peterson reported on the duties in the Tech Services Department. Jeanne reported that all new items come through her department for the library. They mostly deal with the vendors Ingram, Midwest Tape and Amazon but do occasional get some materials from other vendors. They get their large print books from Gale and work with the vendor to sometimes get series that are well received. This last year the Library acquired about 6,286 new items. After items are received they are catalogued and added to Sierra. Then the materials are processed. Another job the department does is weeding of the collection. A list is created determining how many times an item has been check out in the last few years and the condition of the material. When the weeding is done the items removed from circulation are given to the Friends of the Library to add to their book sale. The department also sends books to the bindery to be repaired once a year, Statistics for the department are prepared by Jeanne and Carol Sundell checks for missing items and works with other libraries trying to located items missing at other libraries as well as the Chippewa Falls Library. Sue Rada also works in the department and takes care of processing 10 hours a week and also is in charge of preparing books requested by the Chippewa Manor once a month. The Children's Department works on ordering their materials and does some processing after they received. They also do their own weeding. The Board thanked Peterson for her report on the Tech Department.

**5. Disposition of the minutes of the regular meeting of February 18, 2015.**

Motion by Hoekstra, seconded by Rasmus to approve the minutes of the regular meeting of February 18, 2015. All present Voting Aye. Motion carried.

**6. Disposition of the vouchers to be paid from the 2015 budget after March 17, 2015.**

Motion made by Miller seconded by Hoekstra to approve payment of the vouchers to be paid from the 2015 budget after March 17, 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 talked about the successful week of programming the Children's Coordinator Jessi Peterson had during the Midwinter Break from the School District. He also mentioned the results from the power outage the Library had when the Xcel Energy pole was taken down by a garbage truck. The Library was without power until 4 p.m. and resulted in blowers, lights and other problems afterwards. A list of the expenses will be submitted to Lynn at the City for reimbursement. Art prints have been located in a storage room by the elevator have been hung up in the Library. Also, chairs were acquired from the Plum City Library and placed in the Young Adult area.

## **10. Committee reports**

a) none

## **11. Current Business**

### **a) Job Description Changes**

Niese stated that his should be tabled until a later day when more information will be available.

### **b) Handbook changes.**

It was discussed that the PTO systems is how the City is handling vacation and sick leave time and the Library should look at changing their system to be in line with the City. Information will be attained and this will be brought up at the April Board Meeting.

## **12. Announcements**

a) None

## **13. Items for future consideration.**

a) Handbook – vacation

b) Checking into bonus for giving notice of retirement date early.

Hoekstra left at 5:35 p.m.

## **15. 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 Olson seconded by Rasmus 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 and Personnel with Director and Board of Trustees only in attendance.

Roll Call Vote: Aye --Ambelang, Miller, Olson, Rasmus, Russell. Motion carried. Time 5:36 p.m.  
Board of Trustees and Director discussed the above reference items.

Motion made by Olson, seconded by Miller to return to open session at 5:50 p.m. All present voting Aye.  
Motion carried.

## **15. Adjournment**

Motion made by Olson, second by Rasmus to adjourn. All present voting Aye. Motion carried. Meeting adjourned at 5:51 p.m.

Respectfully Submitted,  
Deb Braden, Confidential Administrative Assistant