

**Minutes of the
Meeting of the Chippewa Falls Public Library Board of Trustees
April 15, 2015**

1. Call to Order

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

2. Roll Call of Members

Members Present: Ambelang, Hoekstra, King, Olson (arrived 5:12 p.m.), Rasmus, Russell

Absent: Miller

Others Present: Director Joe Niese; Confidential Administrative Assistant Deb Braden, Circulation Dept. Head Kathy Moehagen, Community Foundation Executive Director Melinda Haun

3. Approval of Agenda

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

5. Community Foundation – Melinda Haun

Melinda Haun Executive Director of The Community Foundation was presented to explain The Chippewa Falls Public Library Endowment Fund. The investment account is managed by Wealth Management out of Eau Claire. They report directly to the Board of Directors of the Community Foundation. The Library's Endowment Fund is in a moderate risk investment. We have authority to access the funds whenever we wish but we need to let the fund continue to grow. Since the Library Endowment is a non-profit we only pay 1% administrative fee, others pay 1.5%. The performance on the market is based on a 20 quarterly average due to the ups and downs each year. If we need to access our funds we must have in writing proof of a 2/3 vote of the Library Board of Trustees. Currently the Community Foundation is managing 13 million in Assets. The Board thanked Melinda Haun for coming.

4. Department Head Reports

a) Kathy Moehagen – Circulation Department

Kathy Moehagen reported on the duties of the Circulation Department. Daily at the desk they greet every patron. There are four fulltime employees. Two courier pages during the day and two evening pages. Circulation is responsible for emptying the AV and book drops every morning. They then check each item for damages, sensitive each returned item and check them back in. If the item is damaged or pieces missing Kathy handles contacting the patron and resolving the issue. Circulation department also handles the notices for overdue items with notices to patrons. They also process the holds that come from the other MORE Libraries. There are 53 Libraries in the MORE System and we make up 7% of the holds requested. The holds come in from courier and are processed and put in the appropriate area. Either the holds shelve for our Patrons or returned to our appropriate shelves. Circulation also checks our items to Patrons under their Library cards and desensitizes the materials. The Circulation Department also handles fines, changes of addresses, expired cards, new patron's cards, phone calls, sign up for children's computers, faxes-outgoing and incoming, signs for packages. They also weekly they do shelf reading, work on website, Facebook, and other special programming. They also resurface discs, send letters for paid items that are discarded if not picked up. Monthly they work on their stats for the Management Report to the Board. They also supervise the volunteers. They are represented at MORE Operation Meetings and get the latest information about Library operations. They also do a number of misc items such as taking care of plants, sunshine fund.

The Board thanked Kathy for enlightening them about the Circulation Department.

6. Disposition of the minutes of the regular meeting of March 11, 2015.

Motion by Olson, seconded by Rasmus to approve the minutes of the regular meeting of March 11, 2015. All present Voting Aye. Motion carried.

7. Disposition of the vouchers to be paid from the 2015 budget after April 21, 2015.

Motion made by Russell seconded by Olson to approve payment of the vouchers to be paid from the 2015 budget after April 21, 2015. Roll Call Vote taken. Aye --Ambelang, Hoekstra, King, Olson, Rasmus, Russell. All present Voting Aye. Motion carried.

8. Public appearances by citizens.

None

9. Correspondence

Thank you from Holy Ghost School for donation of paper roll rack.

10. Management report

Director Niese presented the Management Report. He talked about highlights from the report. He mentioned that our new Day Page Tammy Tauger has started and is working out well. The Friends held a reception to welcome Joe Niese, Jessi Peterson and Howard Rake to their new positions. Diane Bergeron is attending a Software Conference in Minneapolis this week. He mentioned that Circulation is down a bit but the weather has been better than in other years. Computer use and newspapers bring a number of Patrons in on Mondays.

11. Committee reports

a) none

12. Current Business

a) **City Handbook – Vacation accum.**

After reviewing the differences between the Library Handbook and City Handbook policies about Leaves – Vacation Hoekstra made a motion, seconded by Olson to adopt the City vacation leave policy with the inclusion of the line from the Library Handbook, Pages do not receive paid vacation time. All present Voting Aye. Motion carried.

13. Announcements

a) None

14. Items for future consideration.

a) Nothing

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**

b) **Personnel – Job Changes**

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 – Job Changes with Director and Board of Trustees only in attendance.

Roll Call Vote: Aye --Ambelang, Hoekstra, King, Olson, Rasmus, Russell. Motion carried. Time 5:45 p.m.
Board of Trustees and Director discussed the above reference items.

Motion made by Hoekstra, seconded by Olson to return to open session at 6:03 p.m. All present voting Aye.
Motion carried.

15. Adjournment

Motion made by Hoekstra, second by Olson to adjourn. All present voting Aye. Motion carried. Meeting adjourned at 6:04 p.m.

Respectfully Submitted,
Deb Braden, Confidential Administrative Assistant