

**Minutes of the  
Meeting of the Chippewa Falls Public Library Board of Trustees  
September 9, 2015**

**1. Call to Order**

Meeting was called to order by Board President Barb Rasmus at 5:00 p.m.

**2. Roll Call of Members**

Members Present: Ambelang, Hoekstra, Hull, Jones, King, Rasmus, Russell

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

**3. Approval of Agenda**

Motion by King seconded by Russell to approve the agenda All present Voting Aye. Motion carried.

**4. Disposition of the minutes of the regular meeting of August 12, 2015**

Motion by Russell, seconded by Jones to approve the minutes of the regular meeting of August 12, 2015. All present Voting Aye. Motion carried.

**5. Disposition of the vouchers to be paid from the 2015 budget after September 15, 2015.**

Motion made by Russell seconded by King to approve payment of the vouchers to be paid from the 2015 budget after September 15, 2015. Roll Call Vote taken. Aye – Ambelang, Hoekstra, Hull, Jones, King, Rasmus, Russell. All present Voting Aye. Motion carried.

**6. Public appearances by citizens.**

None

**7. Correspondence**

Halmstad School thanked the Library for giving them the Super Hero items from the Summer Reading Program. They plan to use them to welcome the kids to school this year. The Boys and Girls Club also send a Thank You for the books they received at the Friends of the Library Book Sale.

**8. Management report**

Director Niese presented the Management Report. He talked about highlights from the report. He reported that the Friends of the Library had a very successful book sale. He mentioned that the Stuff Animal Sleepover was a big success with the animals staying overnight in the Library and photo evidence of the mischief they got into overnight was documented and photos provided to the children when they picked up their animals in the morning. The Movie in the Park had over 300 attendees. It is expected to be an annual event and everything worked out well. The new equipment in the Large Meeting Room has been installed and has already been used for a movie. New curtains have been installed in the hold area and more will be added behind the circulation desk. The TV has been moved to the kiosk for advertising the difference Library programs. The Friends of the Library author series will be beginning September 14<sup>th</sup> with a visit from Author Nickolas Butler.

**9. Committee reports**

a) None

## **10. Current Business**

### **a) Children's Librarian Asst job description changes**

The updated description of the Children's Librarian Asst. job was given to the Board of Trustees. It was reviewed by Director Niese, Children's Librarian Jessi Peterson and present Children's Librarian Asst. Karen Tregoning. Karen Tregoning has turned in her retirement letter. After reviewing the document Russell, seconded by King made the motion to approve the job description for the Children's Librarian Asst as presented. All present Voting Aye. Motion carried.

### **b) Other Job changes**

Other job changes are being worked on and will be presented at the next board meeting.

### **c) Budget 2016**

The 2016 budget was presented to the Board of Trustees. It has been done at a zero percent increase as directed by the City. Motion made by Hoekstra, seconded by King to approve the 1<sup>st</sup> draft of the 2016 budget as a working budget and to send it to the City. All present voting Aye. Motion carried.

### **d) Capital Improvements**

A list of capital improvements need in the Library were presented to the Board of Trustees. They include air conditioning replacement and replacing existing hydraulic cylinder in the elevator. After review the Board of Trustees decided to send the capital wish list to City Hall with the 2016 Budget.

### **e) Library Closing on November 10<sup>th</sup>**

Sierra will be doing an update all day on their programming that will make it impossible to use the module for checking out books. Niese asked how the Board of Trustees wanted to handle the matter since the internet computers would be down along with the Sierra module. He noted that they could manual to book checkouts. The Board of Trustees decided to keep the Library open on November 10<sup>th</sup> for patrons with notification to patrons that some services would not be available that day.

### **f) Group photograph of board members for website.**

A new group was taken for the website.

## **11. Announcements**

a) Karen Tregoning has turned in her retirement letter. Her last date will be October 16, 2015.

## **12. Items for future consideration.**

a) Budget

## **13. Adjournment**

Motion made by King second by Ambelang to adjourn. All present voting Aye. Motion carried. Meeting adjourned at 5:50 p.m.

Respectfully Submitted,  
Deb Braden, Confidential Administrative Assistant