

**Lester Public Library of Arpin Meeting Agenda**  
**8091 Cty Rd. E., Arpin, WI 54410 Mon., Dec. 4, 2017 at 7 p.m.**

Called to Order: \_\_\_\_\_

Present:

Absent:

Guests:

**ACTION ITEMS**

Approve November 2017 minutes

Move to accept November minutes as presented / with minor changes (circle one).

\_\_\_\_\_ Seconded by \_\_\_\_\_

Approve November 2017 expenses

Move to accept November expenses as presented / with changes (circle one).

\_\_\_\_\_ Seconded by \_\_\_\_\_

Approve November 2017 payroll

Move to accept November 2017 payroll as presented / with changes (circle one).

\_\_\_\_\_ Seconded by \_\_\_\_\_

Discuss/Approve Library Policies

Meeting Room Policy, Materials Selection & Collection, Confidentiality of Patron Records, Internet Use

Move to accept \_\_\_\_\_  
policies as presented / with changes (circle one).

\_\_\_\_\_ Seconded by \_\_\_\_\_

Discuss/Approve Library Policy—Appropriate Library Behavior

Move to accept Appropriate Library Behavior Policy as presented / with changes (circle one).

\_\_\_\_\_ Seconded by \_\_\_\_\_

Library Director Annual Evaluation

Evaluations will be attached to Agenda and emailed to board members.

**Library Director Report—See attached.**

Motion to adjourn by \_\_\_\_\_ seconded by \_\_\_\_\_. \_\_\_\_\_ p.m.

**The next Board of Trustees meeting will be WED., JAN. 3, 2017 at 7 p.m. Meetings are open to the public.**

## **LIBRARY UPDATES:**

**The Arpin History Preservation and Digitalization Project: 3-prongs: Photographs, Documents, and Oral/Video History**--Kickoff will be in January. The library will ask for photos & documents & oral histories from residents of Arpin and surrounding communities without a library (including Hanson, Sherry, Auburndale, Richfield, etc.) for scanning & digitalizing. The Rights Statements will transfer rights to the digital images to Arpin Library. The residents will retain the documents and all rights to the documents themselves. If the residents do not want the documents back, the library will include them in the archives as space permits. Residents will also receive a CD with copies of the scanned images. The digitalized materials will be available for non-commercial use to researchers, interested parties, authors, and historians. They will be displayed at the library in Arpin and uploaded to Recollection Wisconsin and the Wisconsin Historical Society for broader circulation. Use of materials will be to preserve Arpin's history and for education & research purposes.

Volunteers to help with interviews, scanning, logging, and data entry. Training will be provided and a guide to Arpin's digitalization project will be available for reference.

Consultants and materials to date: UW Green Bay Archives & Release forms, UW Madison Archive Release Forms, Recollection Wisconsin, Smithsonian Institute Online Guide to Oral Histories, Tamara Ramski, metadata and digitalization from South Central Library System, Andy Barnett, Brian Kopetsky, Jenny & Collin from McMillan Library, free lance journalist Kris Rued-Clark, and Marshfield Community Access.

**Wood County Library Budget** Approved by Wood Cty Exec. Meeting. Wood County increase to Arpin in 2018 approx. \$5,000 due to increased non-library patron circulation.

**Butterfly Garden Update:** Committee meeting Wed., Dec. 6 at 10 a.m. to discuss plants & placement.

Committee members: Eldine Cole, Rebecca Niese, Jack Esser, Sue Gabel, Elaine Ward, Beth Martin  
22 yards of dirt delivered Fri., Nov. 17, 2017

**Story Hour:** higher attendance than expected

**Richfield 4-H Club Fair – Angel Tree** is on its 2<sup>nd</sup> set of gift requests.

**Girl Scouts,** Carrie Kundinger, continue to meet at the library on select Sunday evenings.

**Central Wisconsin Literacy Board** met at library on Tues., Sept. 26.

**Genealogy Club,** 2-3 people show up. Others drop by in between

**Craft Club,** 2<sup>nd</sup> & 4<sup>th</sup> Thursdays. Winter will impact attendance. Most don't want to drive then.

**Book Clubs** – Doing well. Participation between the two: 10-15 people

**Scholastic Book Fair**

Online orders start Black Friday (Nov. 24 – Dec. 9). On-site from Dec. 2-9.

**Printer update:** received info from Bauernfeind and EO Johnson. Wrote to Arpin Advancement.

**Arpin Advancement:** Told me they didn't understand the request and have asked me to attend their meeting in January. They said their funds would be low due to new clay track & fire works. Accepted invitation and will include information on Arpin History Preservation & Digitalization Project.

**Library will be closed Dec. 23**

**Mid-State Tech Meet & Greet,** Jan. 2 at Arpin

**Meditation Garden.** Staff would like to see the garden next to the library with pathways, benches. Possible to include perennials, vegetables, and herbs. Purpose: Education and a great place to read a book or use Wi Fi. Project for 2018.