

Lester Public Library of Arpin Meeting Minutes

8091 Cty Rd. E., Arpin, WI 54410 Tuesday, Mar. 4, 2019 at 7 p.m.

Called to Order by President Jill Richardson at 7:02 p.m.

Present: Katie Hartwig, Lesley Bauer, Jill Richardson, Jonni-rae Grancorvitz, and Judy Carlson

Absent: Rebecca Niese

Additional Attendee: Director Stacy Kundinger, Interim Library Director James Bauer, Karmen Bouma

Approve February 2019 minutes

Move to accept February minutes with the addition of Karmen Bouma to absent list.

Motion made by Katie Hartwig, Seconded by Judy Carlson, Motion passed.

Approve February 2019 expenses

Move to accept February expenses as presented.

Motion made by Judy Carlson, Seconded by Jonni-rae Grancorvitz, Motion passed.

Approve February 2019 payroll

Move to accept February payroll and adjustments to November, December and January payroll (see monthly payroll sheet).

Motion made by Katie Hartwig, Seconded by Lesley Bauer, Motion passed.

Discuss/Approve New Library Materials Loan Policy

Changes to Library Hours/Closures/Significant Events Policy include remove to the requirement to notify WDLB Radio Station, and add that the Lester Public Library of Arpin will post closing to social media.

Move to accept LPLA Library Hours/Closures/Significant Events Policy with above changes.

Motion made by Katie Hartwig, Seconded by Jonni-rae Grancorvitz, Motion passed.

Changes to Salary Adjustments Policy include under Salary Schedule for Library Assistant, annual hourly increases were changed from \$.25 to \$.50 per hour and (\$2.00 maximum increase to \$4.00).

Move to accept LPLA Salary Adjustments Policy with above changes.

Motion made by Jonni-rae Grancorvitz, Seconded by Lesley Bauer, Motion passed.

Changes to Library Director Job Description include #3 under Recommended Education, Experience, Certification, change Grade 2 to Grade 3, and one spelling correction.

Policy review continued and it was decided to table until April meeting.

Library Director Report:

- **VSA Speaker's Fee:** James spoke with the VSA and they informed him that he only speaks at the site of the display. The summer learning programs are shared between Vesper and Arpin Lester Public Libraries, display stays for a period of time at only Arpin, so we will not bring in the speaker.
- **Summer Learning Program:** two contracts have been signed for the summer learning programs.
- **Garden Talks:** We had a presentation in February 2018 from the Master Gardeners. They have reached out to us about doing three this year and we are planning on having them in May, July, and October.
- **Archive Program:** This program was on hold during the past several months. James is now working on having the program become more active and perhaps getting some adult volunteers.

Board Report/Discussion

- **Secretary Officer Election:** Stacy (elected as Secretary last meeting) accepted the Director's role, opening this position. Jonni-rae Grancorvitz was nominated and accepted nomination. Motion made by Lesley Bauer, Seconded by Katie Hartwig, Motion passed.
- **Report back from Town Board (pillar protection and propane bid):** We will try to obtain cost for the pillars by summer and look at moving parking north-south rather than east-west. Plans are in place for parking lines

and no parking signs in front of Library.

- **Propane Bid:** The town board passed this back to the Library board. Library board decided to stay with FS Insight. Judy will contact ProVision of our decision.
- **Board Member Attendance at Town Meetings:** Karmen will verify that the Town is asking for a quarterly report. Group discussed having a board member attend. Stacy indicated she would attend the upcoming meeting along with Jill.
- **Budget Discussion:** Adjustments to the 2019 budget were made; These changes came about by the increase in revenue from Wood County and the transfer of \$5000 from the foundation, bring the total 2019 budget money to \$70,122.00. Before change, total was \$54,989.99. Increases in the budget were made to 1. wage and salary because of the changes in the Salary Adjustments policy, 2. increase to the sewer cost, 3. two payments to SCLS Professional services, because last year's payment was made in January. Motion made by Katie Hartwig, Seconded by Judy Carlson, Motion passed with above changes.
- **Library Repairs:** We have several lights that need repair, there are only two outlets in the circulation/check-out desk area. Stacy will have the lights repaired and get a quote for additional outlets by the check-out area. Further budget adjustments may need to occur. Will be added to the April Agenda.
- **Books/DVDs:** Grant money will be used for purchase of these items during 2019.
- **Copier/Printer:** The unit we have does not print in color. Stacy will check with Bauernfeind's to see if it can be altered.
- **Furniture:** Stacy stated that we have a need for a few additional items.
- **Petty Cash:** Stacy asked if petty cash could be used to purchase small items. Discussion followed. Petty cash will be accumulated up to \$300.00, above that amount will be transferred to the checking account. Receipts will be kept for all items purchased. Motion made by Jonni-rae Grancorvitz, Seconded by Lesley Bauer, to allow petty cash to be used for small items and amassed to \$300.00 than the amount over \$300.00 will be transferred to checking, Motion passed.
- **Amazon Credit Card:** Stacy suggested that we get an Amazon Credit Card, as many of our purchases are through them. Discussion followed. Motion made by Katie Hartwig, Seconded by Lesley Bauer, to change from Visa to Amazon, after recouping VISA rewards and eliminating the Walmart card, Motion passed.
- **A-Z Author Challenge Prizes:** No action taken.
- **New Board Members:** Two new board members will be pursued (one member from the Auburndale school faculty and one from the Village).
- **Orientation and Salary Adjustments:** Motion made by Jonni-rae Grancorvitz, Seconded by Katie Hartwig to have James stay at present rate during March and during Director orientation, then return to the Library Assistant role with wage adjustment, Motion passed.

Motion to adjourn by Katie Hartwig, Seconded by Jonni-rae Grancorvitz at 8:14 p.m.

Next meeting will be held Monday, April 1, 2019 at 7 p.m. Meetings are open to the public.