

Kewaskum Public Library Board Minutes

March 9, 2020

1:30 pm

The Public Library Board of Kewaskum, Washington County, Wisconsin, met in the Community Room of the Municipal Building, 204 First Street, Kewaskum, WI.

Committee members present at the beginning of the meeting: Dave Spenner, Teresa Meltz, Connie Zemlicka, Juli Hesse, Jim Westphal and Andy Mayer. Others in attendance: Lori Kreis and Tammy Butz. Members excused: Sandi Radetzky.

Meeting was called to order by Teresa Meltz at 1:30 pm

Motion to approve the February 10, 2020 minutes by Andy Mayer. Jim Westphal seconded. Voice vote, motion carried.

PUBLIC COMMENT – none

FINANCIAL

Approval of Bills – Lori Kreis presented bills from February 2020 and noted that she added an approval signature line to the form; of which Connie Zemlicka signed.

Motion to approve the payment of bills for February 2020 by Connie Zemlicka. Andy Mayer seconded. Voice vote, motion carried.

Budget Review – The February 2020 budget was reviewed.

REPORTS

Circulation – Circulation is up .3% for the year, down for the month of February. Internet use is down, wireless use is up.

The library has two hotspots leased from Sprint at a cost of \$37.99/month. Current policy is a one-week checkout, with a 24 hour wait to re-checkout. Dave Spenner proposed changing the policy to a 72 hour wait.

Monarch System – Met in West Bend on February 13, 2020. System wide marketing campaign survey will be going out. Service was purchased to update addresses, they may ask the libraries to pay portion of cost. Next meeting is Thursday, March 12, 2020 in Grafton.

Director's Report – Lori Kreis reviewed the 2019 Highlights that was shared with the Village Board on March 2, 2020. The Spring Brochure has gone out.

Lori Kreis noted that we will not renew license to show public movies. It costs \$347/year; in 2019 7 movies were shown at an approximate cost of \$50 each. This will be reviewed yearly.

Items were moved around in the Library; moved non-fiction DVD's and Statesman for a better line of site. The older statesman is available in a bounded book.

Our Cross-County Reimbursement for 2019. The cost per circulation in 2019 is up \$3.96, in 2018 it was about \$3.50. This is expense/circulation. 2019 funds will be received in 2021.

Lori Kreis and Kim Kluge went to the Dept. of Workforce Development for a two-hour training with LAWS (Library Activating Workforce Development Skills). They have training throughout Southeastern Wisconsin area for libraries to learn about the services they have. They do have computer classes offered that a sign was placed in the library for.

Dave Spenner questioned if there is a policy for checking out explicit material. Current policy does not allow anyone under the age of 12 to checkout DVD's. In addition, parents do sign-off as to what content their child can check out at the time the Library Card is issued.

Washington County Library Services Board – Next meeting is April 16, 2020.

VILLAGE BOARD

Lori Kreis shared an article to the board from Isthmus regarding how valuable a library is to a community. It is a meeting place and not just a place to get books.

SCHOOL DISTRICT

Andy Mayer of the Kewaskum School District reported that the Battle of Books completed last week of February. Results have not been posted. The Kewaskum School approved the library plan in February. Andy will be attending Wisconsin Education Media Technology Association meeting.

CHAMBER OF COMMERCE

Connie Zemlicka mentioned that the Kewaskum Historical Society released their book and is encouraging businesses to participate in the 125th parade.

Lori Kreis noted that the library will have a booth at the 125th celebration at no cost. Matt/Lisa Heiser donated a book to the library.

NEW BUSINESS

Library Funds – Lori Kreis noted the requirement of deposits need to be made to the general fund. The Village is the custodian of Library funds with the exception of gifts and donations.

Lori Kreis expressed concern as she does not see what is in Library accounts. For example, money is received from the County for Capital Outlay in the amount of \$2,598 that should be in a separate account and matched by the Village from June 2019. Connie Zemlicka does have records for capital funds.

Dave Spenner will follow up on having reports provided to Lori Kreis on a monthly basis.

Dave Spenner expressed concern with the Library Board taking on responsibility of managing funds and suggested a donation policy be drafted. Lori Kreis to draft policy.

OLD BUSINESS

Shared Facility Fees – no update.

Shared Facilities Analysis/Zimmerman Report – There are three options presented by Zimmerman; 1) Renovate existing, 2) Tear down on site and rebuild on current site or 3) Build on new site. Each board member expressed their choice, with one for remodel, two for tear down and build new and two for building brand new.

Motion from Dave Spenner to empower the Adhoc Committee to speak on behalf of library board in regards to library wing of 12,000 square feet. Teresa Meltz seconded, roll call: Westphal – aye, Hesse – aye, Zemlicka – abstain, Meltz – aye, Mayer – aye, Spenner - aye (5 aye, 1 abstain), motion carried.

Joint Libraries/Act 420 – Lori Kreis will have work day at West Bend on March 20, 2020 from 9-5 to prepare report for Administrative Committee of the Washington County Board on May 20, 2020.

Library Hours Discussion – Lori Kreis reported results of survey on extending library hours. There was a total of 68 votes, 37 would like more weekend hours and 22 were OK with current hours. No change in hours will be made for 2020.

Next meeting is April 13, 2020 at 1:30.

Meeting adjourned at 3:30 pm.