

# LA CROSSE COUNTY LIBRARY BOARD MEETING MINUTES

December 1, 2010  
Onalaska Public Library  
741 Oak Ave. S  
Onalaska WI 54650

4:45 pm

**MEMBERS PRESENT:** Mary Bach Filla, Arlene Benrud, Loren Caulum, Barbara Manthei, Fred Marini, Glenn Seager, George Varnum

**MEMBERS NOT PRESENT:** None

**OTHERS PRESENT:** Christine McArdle Rojo, Library Director; Kelly Krieg-Sigman, Director of La Crosse Public Library

## **CALL TO ORDER:**

President Loren Caulum called the meeting to order at 4:45 pm.

## **ROLL CALL:**

Board members Mary Bach Filla, Arlene Benrud, Loren Caulum, Barbara Manthei, Fred Marini, Glenn Seager and George Varnum, were present.

## **APPROVAL OF THE MEETING AGENDA:**

Motion by Barbara Manthei/Arlene Benrud to approve the agenda as written. **MOTION** carried unanimously.

## **PUBLIC INPUT:**

Kelly Krieg-Sigman, Director of La Crosse Public Library, presented a 12 minute video on La Crosse Public Library called "Serve, Preserve, Share". This excellent presentation on a day in the La Crosse Public Library and its branches has been enthusiastically received everywhere it has been shown.

## **APPROVAL OF THE MINUTES:**

Motion by Arlene Benrud/Fred Marini to approve the November 10, 2010, minutes as presented. **MOTION** carried unanimously.

## **APPROVAL OF NOVEMBER 2010 EXPENDITURES:**

Motion by Barb Manthei/Mary Bach Filla to approve the invoices being paid in December, 2010. **MOTION** carried unanimously.

## **ACCOUNT ADJUSTMENTS:**

Designated contributions received since November 10, 2010 include: \$500 Sjoquist Memorial, \$25 Millard Memorial, \$146.14 Festival Foods, and \$100 Onalaska Lions Club. In order to make the purchases requested for these contributions, an account adjustment was presented to increase Revenue Account 53025 Grants/Contributions and the matching Expense Account Grants/Contributions Expense 84050 by the total contribution amount of \$771.14.

In late 2009, Charter Business notified us that they would no longer be able to provide free Internet Service to the West Salem Library Location. Since the notification came after the 2010 budget adoption, the changes were not budgeted and will leave a shortfall of \$119.00 in account 68015 Data Communications. Budget accommodations have been made for 2011. Due to a savings in directory advertising for 2010, Account 68050 Telephone has a budget surplus so an account adjustment was presented to transfer \$119.00 from Expense Account 68050 Telephone to Expense Account 68015 Data Communications.

2010 Basic Liability Premiums have already been paid leaving a balance of \$533.00. To cover approved lodging of the two library staff that the Library Board approved sending to the 2010 Wisconsin Library

Association Annual Conference in November and to help cover the expected shortage in postage expenses for the 4<sup>th</sup> quarter notice mailings, a request was presented to transfer the balance in Expense Account 72005 Basic Liability to the following accounts: \$149.78 to Expense Account 69045 Meals & Lodging and \$383.22 to Expense Account 68025 Postage.

Motion by Fred Marini/George Varnum to approve all 3 account adjustments. **MOTION** carried unanimously.

**EVALUATION SUBCOMMITTEE:**

The new evaluation forms were passed out to Board members to be used for the Library Director's annual evaluation. The revised forms replace those used generally by the County that have been difficult for the Library Board to use. The new forms are based on best practices and evaluation forms recommended for Library Directors by the Wisconsin Department of Public Instruction and the American Library Association. Library Board President, Loren Caulum, requested that the forms be returned to him in the preaddressed and stamped envelopes for tabulation by December 25, 2010. The Library Director will be evaluated in closed session at the January 5, 2011 Library Board meeting. Results will be shared with the Library Director and with Steve O'Malley, La Crosse County Administrator.

**WRLS REPORT:**

Loren Caulum, Vice President of WRLS Board indicated that there was no formal report as the WRLS Board would be meeting later that evening and he would report next month any updates on the Selection/Interview process for a new System Director.

**FACILITY, COMMUNITY, & PROGRAMMING UPDATES:**

A report was included in the Board packets. In addition, Chris McArdle Rojo indicated that an Onalaska patron has come forward and has offered to provide the seed money to implement a Give-a-Gift program similar to La Crosse Public Library's annual event. Kelly Krieg-Sigman, Director of La Crosse Public Library, shared that their recent annual program made \$14,000 and over the 8 years the program has been done they have received \$114,000. She offered her assistance and access to information to La Crosse County to pursue the opportunity. Chris reported that the Friends of the Onalaska Library will also assist with the project.

Fred Marini reported that he had talked to the local Barnes and Noble Library/School Representative about expanding their teacher/educator discount and Christmas shopping specials to Public Libraries, their Boards and staff. While this is not possible locally at this time, the request will be passed along for a Corporate decision.

**FUTURE AGENDA ITEMS:**

Director's Evaluation  
WRLS Report (System Director Search)

**ADJOURNMENT:**

Meeting was adjourned at 5:57 pm.

The above minutes may be approved, amended or corrected at the next meeting.  
Fred Marini, Library Board Secretary.