

LA CROSSE COUNTY LIBRARY BOARD

December 5, 2012
Onalaska Public Library
741 Oak Avenue South
Onalaska, WI 54650
4:45 pm

MEMBERS PRESENT: Mary Bach-Filla, Loren Caulum, Dan Ferries, Fred Marini, Barbara Manthei, Glenn Seager, George Varnum

MEMBERS EXCUSED: None

MEMBERS ABSENT: None

STAFF AND GUESTS: Kelly Krieg-Sigman, La Crosse Public Library Director, Christine McArdle Rojo, La Crosse County Library Director

ROLL CALL/CALL TO ORDER:

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

APPROVAL OF THE MEETING AGENDA:

MOTION by Manthei/Seager to approve the agenda as written. **Motion carried unanimously.**

PUBLIC COMMENT: Krieg-Sigman thanked the Board for their support of McArdle-Rojo's participation on the Wisconsin Library Association's 2012 Conference Planning Committee. The Conference may return to La Crosse as early as 2015.

APPROVAL OF THE MINUTES:

MOTION by Marini/Ferries to approve the November 7, 2012 minutes as written. **Motion carried unanimously.**

APPROVAL OF DECEMBER 2012 EXPENDITURES:

McArdle-Rojo presented the transaction report for invoices to be paid in December. A clarification was requested for the registration fee paid to WLA. As a Conference Planning Committee member, McArdle-Rojo's Conference registration fee was only \$10.00. Clarification was also requested on the Folkmanis invoice. Youth Services orders puppets for both circulation and for programming every other year. 2012 is a rotating purchase year. A question was raised regarding any update on how Indirect Costs were calculated for 2013. McArdle-Rojo has no information on the 2013 process, but confirmed that the 2013 rate remained at the 2012 figure. **MOTION** by Marini/Seager to approve the December 2012 expenses. **Motion carried unanimously.**

ACCOUNT ADJUSTMENTS:

McArdle Rojo requested that the unused money budgeted in the Capital Expense Account 86020 be transferred to other expense accounts for year-end needs. She requested that \$1,140 be moved to Account 63010 Minor Office Equipment/Furniture to pay the County's one time portion of a storage shed to be located at the John Bosshard Memorial Library to house the parade float. She also requested that the balance of \$1,423.34 be moved to Account 60515, Supply to restock processing supplies used up by the cataloging and processing of recent donations. The unused balance from the Capital Expense account resulted from abandoning a Voice Over Internet Phone System project that was planned for 2012. County IT identified issues with the project due to library locations not all being located in the same local phone exchanges and the project could not be implemented as planned. **MOTION** by Bach-Filla/Manthei to approve the account adjustments as presented. **Motion carried unanimously.**

2013 Calendar:

McArdle Rojo presented for approval the 2013 calendar of closed dates. Closed dates need to set in the library automation software to assure that item due dates do not fall when facilities are closed to the public. The calendar reflects a change to have Campbell closings match the schedule of the other four locations. The Library Board would like to review Library Board meeting dates and times at a future meeting. **MOTION** by Manthei/Ferries to approve the 2013 schedule of closed dates as presented. **Motion carried unanimously.**

COLLECTION AGENCY UPDATE:

McArdle Rojo reported that testing between the library software automation company, Auto-Graphics and our Collection Agency, Unique has finally made some progress. However, testing and progress is isolated only to account updates. Work has still not begun to enable new accounts to be forwarded to collections. Thus, no new collection action has been taken since August of 2011. McArdle-Rojo presented a plan to prepare a mailing to be sent to those accounts that have incurred a balance of \$25 or more since September 1, 2011. The letter will indicate that if no action is taken on the account before the end of January 2013, that the account would be manually submitted to Unique Management Services for further collection action. The project would hopefully bring collection action current to date and a weekly process would then be implemented to stay current.

Campbell Renovation Update:

McArdle-Rojo shared that the Town of Campbell will begin a bid process in the first part of 2013 to begin renovation on the new location. Plans are unclear how existing shelving that will need to be refinished for the new location would be managed in the project. McArdle-Rojo would like to prepare plans to temporarily close Campbell if access to materials becomes impacted by the work. A similar process used for the Onalaska renovation in November 2008 through January 2009 would be adopted.

EVALUATION MATERIALS:

McArdle-Rojo reported that January marks the annual evaluation process for the Board. Evaluation materials were distributed and President Caulum asked that materials be returned to him by December 31, 2012 so he could prepare the summary evaluation for the January 2nd meeting. Manthei requested that a 2012 goal summary and 2013 proposed goal list be forwarded to the Board.

Facility & Community Updates:

A summary report was distributed in the Board packets and Marini shared that Mindoro has been fortunate to receive excellent press coverage on their monthly library programming series. Crowds continue to exceed expectations. Krieg-Sigman reported that the November Give-a-Gift at La Crosse Public Library sold out the evening of the event and reached the 10 year goal for sales and contributions. Manthei shared a giving tree idea used by the Hartland Public Library. Tree ornaments include a picture of the cover and a summary of the book. Prices cover all ranges and the idea may be a good way to help promote and enhance the Leave a Legacy event.

FUTURE AGENDA ITEMS:

Library Board Meetings and Times
Director's Evaluation
Policy Review and Updates

ADJOURNMENT:

There being no further business, President Caulum declared the meeting adjourned at 5:52 pm.

DISCLAIMER: The above minutes may be approved, amended, or corrected at the next committee meeting.

Minutes by Chris McArdle Rojo