

W. J. Niederkorn Library  
Library Board Meeting  
Minutes  
Friday, August 17, 2018 8:30 a.m.  
In the Community Room of the Library

1. Roll call: Bob Bretl, Kay Goodwin, Tom Hudson, Justin Ritter, Pat Tearney, Karen Vollmar, Mike Weber. Excused: Marie Zirbes. Also attending Director Tom Carson and Assistant Director Rosalia Slawson. The meeting was called to order at 8:34 a.m. by President Justin Ritter.
2. Correspondence. None.
3. Public comment. None.
4. Approval of minutes: Hudson made a motion to accept the July 2018 minutes and Weber seconded. Passed.
5. Approval of schedule of invoices: Hudson made a motion to accept the July 2018 schedule of invoices and Vollmar seconded. Passed.
6. Approval of revenue and expense report. Hudson made a motion to accept the July 2018 revenue and expense report and Vollmar seconded. Passed.
7. Policy approval – Internet. Weber made a motion to approve the policy with the additional sentence related to parental and age restriction and Tearney seconded. Passed.
8. Policy approval – Library Card / Circulation. Goodwin made a motion to approve the Library card and circulation policy with the addition that a fee shall be established that is equal to the amount local residents are assessed by the Library Board, restrict new DVDs check out to 5 and a hold limit of 25 items. The date this new policy would effective would be September 15<sup>th</sup>. Hudson seconded. Passed.
9. The Port Washington Parks & Rec department recommended having a tree memorial in the Library. Tom will talk to Kiley at Port Washington Park & Rec stating that we think it is a great project, but the Library is not the appropriate place.
10. Carson reviewed the Public Library System Redesign project. A lot was discussed and some recommendations were made. They will not know the results for years.
11. Budget 2019. Budget handed out to Department heads recently. We will have to increase utility costs. Carson will bring recommendations to the September meeting.
12. Lighting proposal. Weber made a motion to pursue the LED light project and Hudson seconded. Passed.
13. Personnel changes / recommendations Weber made a motion to ask Tom to continue investigation with the Police Department and bring the plan back to the September meeting. Tearney seconded. Passed. Goodwin made a motion to approve the Teen Programming Coordinator position and Head of Circulation Services Position and Vollmar seconded.
14. Library News. Working on Fall programming. Working on the One Book One Community book event. From the Director: The Monarch Library System has voted to not keep patron driver's license numbers in the electronic records anymore for patron privacy.
  - a. Adults: The Library has a new Instagram account with 77 followers. The Community Events bulletin board has been refreshed. Items for posting have to be approved.

- b. Teens: The Summer Reading program wrapped up August 3<sup>rd</sup> at Pirate's Hollow water park. We had 139 teens participate in the program logging 1,669 hours of reading.
  - c. Children: The summer reading program finished August 10<sup>th</sup> at Pirate's Hollow water park. 255 patrons attended the reward party.
15. Adjournment was at 9:50 a.m. with a motion by Goodwin and seconded by Vollmar.

Minutes respectfully submitted by Kay J. Goodwin