

W. J. Niederkorn Library  
Library Board Meeting  
Minutes  
Friday, December 21, 2018 8:30 a.m.  
In the Community Room of the Library

1. Roll call: Bob Bretl, Kay Goodwin, Justin Ritter, Pat Tearney, Karen Vollmar, and Marie Zirbes. Tom Hudson and Mike Weber. Also attending Director Tom Carson, Mike Gasper and Bill Lundgren.  
The meeting was called to order at 8:41 a.m. by President Justin Ritter.
2. Correspondence. None
3. Donation presentation. Michael Gasper, Port Washington Alderman and Bill Lundgren, both from the now defunct Port Washington Saukville Jaycees, presented Tom Carson and the Niederkorn Library with a check for \$11,983.80. The donation will be used for setting up the Niederkorn Library Foundation in 2019. The Ozaukee Press photographer took a photo of the Library Board, Gasper and Lundgren and it will appear in the Ozaukee Press.
4. Public comment: None.
5. Approval of minutes: Weber made a motion to accept the November 2018 minutes and Hudson seconded. Passed.
6. Approval of schedule of invoices: Hudson made a motion to accept the November 2018 schedule of invoices and Goodwin seconded. Passed.
7. Approval of revenue and expense report. Hudson made a motion to accept the November 2018 revenue and expense report and Zirbes seconded. Passed.
8. 2019 Building Closing Schedule. Weber made a motion to approve the following closed dates for 2019: January 1, April 19, May 27, July 4, July 20, September 2, November 28-29, December 24-25, December 31 and January 1, 2010 and Zirbes seconded. Passed.
9. 2019 Library Budget. The 2019 Library Budget was approved by the City and Carson will have the final numbers at the January meeting. Health insurance will have a 17% increase and the security gates purchase was approved.
10. Personnel Updates. A new page was hired that starts in January and then we will be fully staffed. The new Head of Circulation Dave is working out well.
11. 2018 Year in Review listing accomplishments in Circulation/Collection Management, Adult Services, Children Services, Building, Technology, Outreach, Staff Reorganization, and some 2019 goals. Tom will have more 2019 goals at the January Board meeting.
12. Library Report:
  - a. From the Director: the outside library painting is done, but not satisfactorily. The City and the paint company are sorting it out. Staff meeting and potluck is on Dec. 19. Christmas on the Corner had a low turnout due to the bad weather, but the ones that attended had fun.
  - b. Intern Update. Megan Limberg, intern from Silver Lake College, finished her internship on December 14<sup>th</sup>. She had a total of 240 hours in the Library. She worked on many projects, including pull lists, creating marketing materials, weeding the library collection, assessing library's space planning to meet WI State standards and many others.

- c. Children. Lincoln Elementary set up their December art show and it will be on display until January 10<sup>th</sup>. December was a time for making holiday crafts with the little ones.
- d. Adults: Programs in December included learning about organic food, TIF districts and the budget process, book groups, movie night and working on plans to host a Memory Café with other libraries in spring of 2019.
- e. Teens. The Teen Café has been average about 40 students each day! Paula has come up with new themes to celebrate with teens like celebrating the life of Stan Lee, Bram Stoker's birthday and International Mountain Day. Staff helped Paula with a huge project in preparation for Teen Café Holiday Celebration Week December 18-20.

13. Other

14. Adjournment was at 9:22 a.m. with a motion by Goodwin and seconded by Vollmar. Passed.

Minutes respectfully submitted by Kay J. Goodwin