

DRAFT
Delafield Public Library of Trustees Meeting
Oct 13, 2009, 7:00 pm
Conference Room, City Hall

Call to order at 7:03 pm by Vice-President Dick Reul

Present: Noel Aicher, Denise Labott, Char Hall, Robert Mitchell, Andrea Shrednick-
present by phone, Marty Webb (arr. 7:15)

Excused: Dick Niles, Jeff Krickhahn

Also present Terry Zignego, Director

Roll call and introduction of Guest: none present

Approval of Agenda:

MOTION TO APPROVE AGENDA (CHAR/MITCH) CARRIED (WEBB NOT PRESENT)

Approval of minutes:

MOTION TO APPROVE MINUTES (SHREDNICK/HALL) CARRIED (WEBB NOT PRESENT)

Public comments/Discussion: none

Friends of the Library Report: Executive Board met this afternoon, worked on clearing up details of the Wine tasting and art auction at the Fish Hatchery. Things to be done differently expanded and changed. Board members were encouraged to express thanks to contributors.

Directors Report:

-Circ Increase: +6.67%

-Mandy may return on Oct 21, with shorter hours at first

-Programs: story hour and monthly teen meeting

-Education: Terry attended a workshop legal issues; guidelines for writing meeting room, behavior, display case and bulletin board policies

-Diane Basting started library science classes at UWM, collection development, and computer networking at WCTC

-4 staff members took a reader's advisory workshop presented by WCFLS

-There were individual staff meetings held, most staff members think morale is fine, but some other problem areas:

- 1) Staff needs to be better informed about circ procedural changes
- 2) Input prior to changes should be asked for when appropriate
- 3) More individual and team recognitions would be appreciated

- 4) Chris and Terry need to work as a team and communicate
 - 5) Staff needs to be supportive of one another, especially in stressful situation
 - 6) All customers deserve to be treated with patience and respect
- Temporary library: Requests for bids went out. We have a pretty firm move date of Dec 17th. The library will be closed from Dec 16th-Dec 20th.
 - Budget presentation to the common council went well. The library portion of the budget represents a less than 1% increase

Review library policies & revise as necessary: A couple of changes

- Items may be renewed **twice**
- Accumulated fees of over \$20.00 will result in being blocked from all library privileges, including computer use

Discussion and possible action on employee attendance policy:

Robert presented a draft, a discussion followed with suggestions for board members; he will present an edited copy at the next meeting.

Committee reports and other reports: none

Audit and approval of monthly expenditures:

MOTION MADE TO AUTHORIZE PAYMENT FOR THE BILLS (MITCH/DENISE)
CARRIED

Set confirm next meeting date Nov 3, 2009 7:00pm, Council Chambers

MOTION TO ADJOURN at 8:40 pm (AICHER/DENISE) CARRIED

Minutes prepared by Marty Webb, Secretary