

## Prescott Public Library Board of Trustees Monthly Meeting Minutes January 19, 2017

**Present:** Colleen Harris, Jane Enright, Jennifer Hanson, Kate Otto, Susan Oney, Galen Seipel

**Absent:** Anne Kressly, Charity Lubich

**Call to Order:** President Harris called the meeting to order 6:31pm. with a roll call of Board members confirming that a quorum was present. This meeting is in compliance with the open meeting law.

**Agenda:** A motion to approve the agenda for January 19, 2017 was made by Kate Otto, seconded by Susan Oney, and carried.

### Approval of Minutes:

A motion to approve the December 15, 2016 Library Board minutes was made by Kate Otto, seconded by Galan Seipel, and carried.

### Director's Report January 2017

<b>Revenues</b>	<b>Fines &amp; Fees</b>	<b>Copies &amp; Fax</b>	<b>Book Sale</b>
	\$309.13	\$114.80	\$46.25
<b>Circulation</b>	<b>December 2016</b>	<b>2015</b>	<b>2014</b>
	6,850	6,693	8,536
<b>OverDrive</b>	<b>Checkouts</b>		
	447	429	
<b>Pharos Internet Management</b>			
<b># of sessions</b>	236	278	289
<b>Door Count</b>	2,377	2,479	2,896
<b>Wireless Sessions</b>	745		
<b>Website Visits</b>	949		
<b>Program Attendance</b>			
	<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Adults</b>	27	44	59
<b>Children</b>	49	66	86
<b>Total</b>	76	110	145

## Library News

The new phone installation began after Christmas and effective yesterday, the FAX machine is working. There is one cordless phone that is missing a part. The cordless, when used with a headset, will be very useful when troubleshooting internet issues on the public access computers. We will be able to be on the phone using the headset to address technical problems with the technical support people at IFLS in Eau Claire.

The HVAC system will be worked on in the spring. The ductwork needs replacing. Currently, there is no regulating the temperature in the Mississippi Room. The main library has been on the cool side while the Mississippi Room is running close to 90 degrees.

Tax forms have arrived and are in the library hallway.

We have many duties to take care of prior to the end of each year. We do a system clean up similar to an audit in order to prepare exacting numbers for the annual report that I prepare for the State of Wisconsin. I will begin that report soon as it is due on February 13<sup>th</sup>.

On March 10<sup>th</sup> at 10:30 we are celebrating **Seuss** at your library. I have hired an entertainer to present a Dr. Seuss (Theodore Geisel) program in honor of his birthday. School is out that day so we expect a good deal of interest, especially since that is our usual Friday Story time slot.

I have begun planning for the 2017 Summer Reading Program. This year the theme is ***"Build a Better World."*** I ordered the manual and all supplies associated with the theme. The Prescott Community Education spring and summer booklet will be printed soon. Our summer program information will be included in the book. In the past few years we have paid for an entertainer to appear at Malone Elementary to introduce and promote the importance of reading and belonging to our program during the summer months. I am considering another approach to get the word out. We will be involved again with the annual "Kick Off To Summer" event and I'll be meeting with Penny Peterson soon to discuss a different venue for the publicity and marketing of the summer program. I believe we could reach a larger audience at the summer kick. We are also meeting to discuss the "PEEPS" contest that we have hosted in the spring.

Interviews for the two library positions were conducted on 1/12/17. I was very pleased with the number of good candidates who applied. I am delighted to report that both positions have been filled and both applicants are able to begin work on Tuesday, January 24<sup>th</sup>. Danielle Welch will be the new Programming Specialist and Lisa Imm accepted the Library Aide position. Storytime begins January 31 and February 3, 2017.

Vanessa Norby, City of Prescott's Finance Director, was on vacation and reports that she has been too busy to provide accurate end of year information to me to share with you.

Both the Revenue and Expenditure reports and the Library Reserve Account are not available. The **12/31/15** year end reserve account balance was \$28,942.00.

**A motion to approve the Director's Report was made by Galen Seipel; seconded by Kate Otto, and carried.**

**Financial Report:**

A motion to approve the presented paid bills for January 19, 2017 was made by Kate Otto, seconded by Galen Seipel, and carried.

**Mississippi Room Plans**

The storage plan bids were reviewed. A motion was made by Galen Seipel, seconded by Kate Otto, and carried, for Skycoat Bid for the cabinets.

**Treasurer's Report:**

A Treasurer's report was reviewed. \$7335.15 balance reported.

**Action items for January:**

1. Annual Report
2. Auditors are at City Hall March 1<sup>st</sup>
3. Performance review for Library Director is due in March
4. Fundraising efforts may be decreased this spring due to employee hours being reduced
5. Ideas for possible Trustees Account uses

**Adjourn:** A motion to adjourn the meeting at 7:45pm was made by Galen Seipel; seconded by Kate Otto.

Next Meeting: Thursday, February 16, 2017 6:30 p.m.

Respectfully Submitted,

Susan Oney

