

Prescott Public Library Board of Trustees Monthly Meeting Minutes June 21, 2018

Present: Charity Lubich, Dave Finley, Galen Seipel, Amy Fiege, Susan Oney, Carissa Langer

Absent: Kate Otto, Anne Kressly

Call to Order: President Lubich called the meeting to order 6:30pm. 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 June 21, 2018 was made by Dave Finley, seconded by Galen Seipel, and carried.

Approval of Minutes:

A motion to approve the May 17, 2018 Library Board minutes was made by Galen Seipel, seconded by Dave Finley, and carried.

Susan Oney arrived at 6:40pm

Director's Report June 21, 2018

Revenue: May	
Fines & Fees	\$290.30
Copies & Fax	\$83.45
Book Sale & Donations	\$109.00
Total	\$482.75

Library Statistics

May	2016	2017	2018
Total Circulation (Checkouts & Renewals)	3,911	3,760	3,874
Checkins	3,107	2,948	2,894
OverDrive & Freading Checkouts	513	503	537
Pharos Internet Management	282	292	237
Door Count	2,699	3,376	3,096
Wireless Sessions	592	1,032	1,270
Website Visits	1,472	894	1,103

Programming Statistics

May 2018 Programming Statistics

Event Attendance

Age Levels	Storytime (4)	Coloring Craze(2)	May the 4 th be with you	Lego Club	TAB	Movie Night (5)	Yoga (4)	Infant Lapsit	Totals
Adults	27	10	15	4	1	16	32	2	107
Teens		0	10	0	13	0	0	0	23
Children	34	0	16	8	0	2	0	4	64
Totals	61	10	41	12	14	18	32	6	194

Number of times event occurred is (1), unless otherwise noted.

Outreach

Activity	Location	Date(s)	Attendance			Total
			Adults	Teens	Children	
4k Storytime (6)	4k Centers	05/21	9		93	102
SLP Kick-off (3)	Malone/Inter/St. Joes	05/29	71	0	680	751
6 th Grade SLP Promo (5)	Prescott Middle School	05/31	5	89	0	94
Totals						947

On-going Programs

1000 Books Before Kindergarten Registrations as of May 31, 2018 = 159

26 children have completed the program as of May

31st.

Total number of people served by Programming and Outreach in May 2018 was 1141.

Month	# of people reached	# of programs
May 2018	1141	33
May 2017	143	6
May 2016	827	7
May 2015	1003	6

Library Updates

MORE Director's Council: At the May meeting:

- There was a policy recommendation for the MORE patron registration process. This was recommended by the MORE Executive Committee and based on the MORE Operations Committee recommendations. It was passed and will take effect June 20, 2018.
- A revision to the MORE Fine-Waving Policy has been passed. The revision allows any library in MORE to waive overdue fines for extraordinary circumstances. Such circumstances include fire, theft, hospitalization, and death. This revision in policy will take effect on June 20, 2018.
- All libraries were overcharged for their 2018 MORE costs. IFLS has issued a credit to each library noted in a memo. We will be able to apply this credit with any IFLS bill in 2018 or request a check.
- The MORE Electronic Patron Record Retention Policy recommendation was discussed and possible action will be taken at the July meeting.

Smart Board and Projector: Are up and running. Currently, we are able to play movies, use it for presentations, or simply use it as a regular white board. BG Innovations will be sending us downloads we need to make the smart board interactive. If not, they will be coming back to finish setting that up for us. I've notified the cable commission they can turn in/pay the invoice for the board/projector.

Directors Report:

A motion to approve the Director's Report was made by Amy Fiege, seconded by Dave Finley, and carried.

Financial Report:

A motion to approve the presented paid bills for May 2018 was made by Dave Finley, seconded by Amy Fiege, and carried.

New Business:

Review and action of the Records Retention Schedule for Wisconsin Public Libraries

-A motion to opt in to adopt the records retention schedule was made by Susan Oney, seconded by Galen Seipel. Put to board to vote, the motion passed unanimously.

Review and action of the MORE Electronic Record Retention Schedule for Wisconsin Public Libraries

-A motion to adopt the electronic records retention schedule was made by Galen Seipel, seconded by Amy Fiege. Put to board to vote, the motion passed unanimously.

Treasurer's Report:

\$6870.15

Issues and assignments for July 19, 2018 Board meeting:

- * Update on printer contract
- * Update on long range plan
- * Begin budget planning

Adjourn: A motion to adjourn the meeting at 7:18pm was made by Galen Seipel, seconded by Dave Finley.

Next Meeting: Thursday, July 19, 2018 6:30 p.m.

Respectfully Submitted,

Susan Oney