

## Prescott Public Library Board of Trustees Monthly Meeting Minutes February 21, 2019

**Present:** Charity Lubich, Amy Fiege, Susan Oney, Jerry Klasen, Carissa Langer, Dave Finley

**Absent:** Anne Kressly, Galen Seipel

**Call to Order:** President Lubich called the meeting to order 6:36pm. 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 accept the agenda for February 21, 2019 was made by Dave Finley, seconded by Jerry Klasen, and carried.

### **Approval of Minutes:**

A motion to approve the January 17, 2019 Library Board minutes was made by Jerry Klasen, seconded by Amy Fiege, and carried.

### **Director's Report February 21, 2019**

<b>Revenue: January 2019</b>	
Fines & Fees	\$291.50
Copies & Fax	\$134.85
Book Sale & Donations	\$13.25
<b>Total</b>	<b>\$439.60</b>

### **Statistics**

<b>January</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Total Circulation (Checkouts & Renewals)	4,076	4,030	3,805
Checkins	2,900	2,889	2,929
OverDrive & Freeding Checkouts	788	678	733
Pharos Internet Management	261	242	257
Door Count	2,512	2,775	2,940
Wireless Sessions	780	655	1,058
Website Visits	1,441	1,245	1,664
New Patrons	7	24	17
New Items	134	145	152

	Nov-18	Dec-18	Jan-19
Total Circulation (Checkouts & Renewals)	4,182	3,742	3,805
Checkins	3,081	2,998	2,929
OverDrive & Freeding Checkouts	563	685	733
Pharos Internet Management	309	224	257
Door Count	3,339	2,874	2,940
Wireless Sessions	1,247	1,110	1,058
Website Visits	1,279	1,190	1,664
New Patrons	7	14	17
New Items	248	188	152

### Programming Statistics

Programs: January 2019							Total
	Storytime (6)	Yoga (7)	Coloring (1)	Movie Mondays (3)	TAB (1)	Cheesheads Doc (1)	
<b>Age Levels</b>							
Children	33						5
Teens					9		3
Adults	25	109	3	12	1		7
<b>Total</b>	<b>58</b>	<b>109</b>	<b>3</b>	<b>12</b>	<b>10</b>	<b>15</b>	

(X) = Number of times program/event occurred

**1000 Books Before Kindergarten** Registrations as of January 31 = 179  
27 children have completed the program as of  
January 2019.

**Total number of people served by Programming and Outreach in January 2019 was 207.**

#### **Upcoming/On-going Programs:**

- National Weather Service Storm Spotter Training class: March 7 at 1:00 pm (city employees) and 5:30 pm (public)
- Yoga, Movie Mondays, Adult Coloring, Storytime, LEGO Club, TAB

### Library Update

**Annual Report:** Has been completed and sent to IFLS who will send it to the Department of Public Instruction (DPI). Review and information will be provided at the next library board meeting.

### **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 January 2019 was made by Jerry Klasen, seconded by Dave Finley, and carried.

### **New Business:**

1. Staffing update:
  - Hired Leanne Goepner for programming position. She starts 2/22/2019
  - A motion to approve, increase Directors salary to \$55,350 per year per budget, retroactive to January 1, 2019 was made by Amy Fiege, seconded by Dave Finley, and carried.
  
2. Bank Account update
  - Treasurer clarification – Account is off 80 cents, bank made a mistake. Amy is working to balance.
  - Amy Fiege, treasurer, name was added to library bank account at BMO bank.
  - Carissa and Amy signed up account for online banking.
  
3. Discussed and reviewed Key Topics Schedule

**Treasurer's Report:** \$3967.61

### **Issues and assignments for March 21, 2019 Board meeting:**

- Review Annual Report
- Review Structure & Bylaws
- Discussion on community needs and area library programming

**Adjourn:** A motion to adjourn the meeting at 7:37pm was made by Jerry Klasen, seconded by Amy Fiege.

Next Meeting: Thursday, March 21st, 2019 6:30 p.m.

Respectfully Submitted,

Susan Oney