

Meeting of Library Board  
Monday, March 3, 2015  
**5:30 PM – 6:30 PM**  
Muehl Public Library

**Members Present:** Elizabeth Timmins, Sandy Heiden, Sue Barth, Matt Brugger, Jay DeBruin, Pat Krull, Sandy Kailhofer, Amy Mueller

**Call to Order**

Opening Remarks

- Board photo was taken
- Wisconsin Youth Services Showcase email featured Muehl Public Library being present at SHS for Dr. Tony Evers visit...great publicity for the library!

**Reports**

**Minutes** from the February 2015 meeting

- Jay D. made the motion to accept the minutes
- Sue B. seconded the motion
- Motion carried

**Director's Report** February 2015

- Busy month again for Elizabeth

**Financial Report** January 2015 & February 2015

- Sue B. made a motion to approve the January 2015
- Amy M. seconded the motion
- Motion carried
- CenturyLink repair added \$95 to the January bill, which seems extreme!
- Jay D. made a motion to postpone the February 2015 until the numbers are complete
- Sue B. seconded the motion
- Motion carried

**Activities Report** February in progress yet

- Too early in the month to be complete...will be sent via email

**Unfinished Business**

- Training of new staff
  - Progress going well with all 3 new employees
  - Been good for Elizabeth as a review while training the new employees
- Wisconsin Library Association Legislative Day
  - Met with Rob Cowles and a representative from Jim Steineke's office
  - Friends is sending Paul Gregg & Betsy Mueller
  - Our group included 2 friends from Black Creek and their new Librarian
  - Every state legislator had a library representative meet with them that day...quite a success!
  - Elizabeth shared the graphic she created to share with the legislators
- Annual Report and Public Library Data Service (PLDS survey) completed for this year

- Elizabeth has created a system to keep all the information gathered throughout the year organized! Good job Elizabeth!
- Sue B. made a motion that the Muehl Public Library Board of Trustees states that in 2014, the Outagamie Waupaca Library System DID provide effective leadership and adequately meet the needs of the library.
- Amy B. seconded the motion
- Motion carried

### **New Business**

- Overdrive training
  - Elizabeth and Collette did a training last week to continue to improve our service to patrons
- Preparations for New Media Training at Heidel House, Green Lake
  - Elizabeth is super excited to attend...all expenses are covered through the grant
  - E shared the list of apps to be loaded on her iPad
- Community Read and Word of Mouth Marketing
  - The author's travel plans are set, so E can relax a bit
- FMPL Thank You banquet set
  - Sunday, April 19 at Doxbee's, which is the last day of National Library Week
- Trustee Essential 13
  - Library Advocacy <http://pld.dpi.wi.gov/sites/default/files/imce/pld/pdf/te13.pdf>
  - Every Trustee should be an advocate for the library, at every opportunity
- Technology Plan
  - 4 new patron computers and 2 new circulation desk computers are coming with Office 2013 and Windows 8
  - One Chromebook is here and being used a lot...one more would be greatly appreciated

Any additional business that might be brought before the board:

Jay D. made a motion to adjourn

Sue B. seconded the motion

Motion carried at 6:15 PM

Next Meeting, Monday, April 6, 2015, 5:30 at Muehl Public Library