

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

**Members Present:** Elizabeth Timmins, Sue Barth, Jay DeBruin, Pat Krull, Sandy Kailhofer

Members Absent: Thanks for communicating because ET does worry! Sandy Heiden had oral surgery (via text), Matt Brugger forgot (apology via email) and Amy Mueller had the wrong Monday (apology via text).

**Call to Order**

Sue Barth kindly called the meeting to order at 5:35.

**Reports**

**Minutes** from the March 2015 meeting

- Sandy K. made the motion to accept the minutes
- Jay D. seconded the motion
- Motion carried

**Director's Report** March 2015

- Accepted as presented

**Financial Report** March 2015 and February 2015

- Jay D. made a motion to approve the February 2015 finances
- Sandy K. seconded
- Motion carried
- Jay made a motion to approve the March 2015 finances contingent upon a change in reporting of heat, electricity and Visa bills to reflect when they truly come through the city (ET has been grappling with this but is excited to finally use her creativity to make this accurate!)
- Sandy K. seconded
- Motion carried

**Activities Report** March 2015 and February 2015

- We are all up to date except for first quarter library card statistics!

**Unfinished Business**

- New Media Training
  - ET can incorporate apps into story times and school visits
  - ET can write reviews of apps
  - ET can be a resource for parents to recommend apps
- School District Collaboration for Sarah Weeks
  - Jenny Pierre has made it possible for ET to be on the agenda of the school district's administrative meeting on April 13, 2015
  - At that time ET will report on how the community read has come about
  - At that time ET will reiterate the needs of Sarah Weeks which are delineated in her contract

- Brief Report on Amnesty Day (April 1)
  - Fines in the amount of \$726.49 were waived. It was a success!
- Technology Plan—continuing with computer replacement plan
  - Four public stations will be replaced tomorrow, April 7, 2015
  - The old ones will be recycled through Outagamie County

### **New Business**

- Three month check-ins with new staff
  - Key points: Customer Service, Accuracy; Neatness/Orderliness (problem solving); Getting along with other staff; Willingness to be flexible
- Reach out and Read (plan with clinics region wide for baby visits)
  - Began with a grant that the Appleton Library received from United Way Fox Cities
  - Area librarians, including ET, are serving on an advisory panel to assist with similar initiatives in their communities
  - Library literature will be in waiting rooms where babies are having their normal check ups
  - Free books are given at each well visit through the grant
  - A coordinator at Appleton Public Library will set up relationships with libraries and providers
- Go Tournament
  - Colette Bezio showed amazing initiative in assembling a team of three students to compete on line in a Go Tournament
  - Our team came in dead last but we now have nowhere to go but up!
- Fox Cities Book Festival
  - Attend if you can! A listing of all activities is available and this is the 6<sup>th</sup> Annual Event—wonderful! <http://www.foxcitiesbookfestival.org>
- Special recognition to Seymour patron at the Neenah Public Library
  - Breanna Patz is a finalist in Letters about Literature! She wrote a letter about the book Wonder.
  - ET is invited to see Breanna receive recognition on Saturday, April 25. This is in conjunction with the book festival! Yay for Seymour!
- Trustee Essential 7: Library Board & Library Personnel:
  - <http://pld.dpi.wi.gov/sites/default/files/imce/pld/pdf/te07.pdf>
  - No discussion

Any additional business that might be brought before the board:

Elizabeth will add to May's agenda about a policy for unaccompanied children and a permission slip for movie nights.

Jay D. made a motion to adjourn

Sandy K. seconded the motion

Motion carried at 6:10 PM

Next Meeting, Monday, May 4, 2015, 5:30 at Muehl Public Library

\*Notes respectfully submitted by Elizabeth M. Timmins