

Meeting of Library Board
Monday, May 4, 2015
5:30 PM – 6:30 PM
Muehl Public Library

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

Member Absent: Amy Mueller

Call to Order

Matt Brugger called the meeting to order at 5:30.

Reports

Minutes from the April 2015 meeting

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

Director's Report April 2015

- Accepted as presented

Financial Report April 2015

- Jay D. made a motion to approve the financial report
- Sue B. seconded
- Motion carried

Activities Report April 2015

- Will be sent via email

Unfinished Business

- Unattended children policy
 - Board discussed revisions to the draft of this initial writing
- Permission slip for movie attendees
 - Board reviewed and discussed
- Bike rack
 - Awesome and near the entrance and being used
 - Thanks to the Friends
- Magna Tiles were purchased by the Friends
 - Thanks to the DeBruin & Rohm families for bringing in theirs to show and share
- Sarah Weeks Visit
 - May 20 is the night, please try to attend

New Business

- Friends and Family Charitable Trust closure and reallocation of funds
 - MaryEllen Vietch Dalke has asked to close the fund and move it into the Friends

- Fire Inspection and Fire Alarm Computer Panel
 - Failed inspection so the computer panel needs to be repaired
 - Tri-County Security will be in again this week to begin work on the bid of \$1600+
 - Another bid was not gotten, due to this being the contractor the city recommended
 - Sandy K. made a motion to approve this expenditure
 - Jay D. seconded the motion
 - Motion carried
 - Discussion on setting up a procedure for having fire drills and testing the alarms...
 - Elizabeth will look into this further and let us know more at the June meeting
- Mary Pat VanSchyndel gift of time and talent
 - Donating a quilt for the vestibule...actually 3, that she will be switching out during the year
- Distracted Driving Policy
 - All city employees are being asked to sign this
 - Discussion was held
- Winnefox Training opportunity: two sessions <http://extranet.winnefox.org/ce/trustee101>
- Trustee Essential 17: Library Board & Library Personnel:
 - <http://pld.dpi.wi.gov/sites/default/files/imce/pld/pdf/te07.pdf>
 - Membership in the Library System
 - Elizabeth highlighted the advantages for a small library to belong to a system

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 6:10 PM

Next Meeting, Monday, June 1, 2015, 5:30 at Muehl Public Library

*Notes respectfully submitted by Sandra Heiden