

Mondovi Library Board Meeting
November 6, 2018, 4:30 pm
City Council Chambers

1. Meeting Called to order by President Mindy Hayes at 4:32 pm.

Roll Call Members Present: Mindy Hayes, Bob Stoughton, Sonja Kamla, Dawn Bloom, Greg Corning, Ginny Gunderson and Terri Vettrus (quorum established).

Katelyn Noack, library director also was in attendance along with Public Attendee, Mike Critchfield.

2. *Motion to approve the agenda made by Dawn, 2nd by Ginny. Motion approved.*

3. Minutes: The minutes from the October 2, 2018 monthly board meeting were read. ***Motion to approve made by Bob, 2nd by Sonja . Motion approved.***

The minutes from the October 16, 2018 special board meeting were read. ***Motion to approve made by Mindy, 2nd by Terri . Motion approved.***

4. *Director's Report September 2018*

a. Programming:

I. Coffee and Coloring has begun with 2 in attendance.

II. TAB has started up again with 5 in attendance. The group would like to meet twice a month.

III. Story Time has of kids and parents attending

IV. Trick or Treating went very well

V. Other upcoming items include: Food for Fines and Letters to Santa

b. Housekeeping

I. Weeding – Katelyn has completed weeding the non-fiction, regular fiction and large print. With this nearly the entire upper floor has been weeded.

II. Collection Placement Katelyn would like to develop a Wisconsin section featuring local authors and subjects of local interests. The audiobooks and large print sections have been moved. And the staff is working on moving the teen books as well.

III. Locking Cases – 500 locking cases have been purchased to start. Staff has begun transitioning over to the locked cases. When these 500 are finished it will be closer to the end of the year so we will know if our budget will allow us to purchase more.

IV. Webpage – Changes continue to be made..

c. Continuing Education

I. Katelyn will be attending the grant writing workshop in Eau Claire on November 15.

II. Katelyn attended a technology webinar and got some good tips and applications for helping patrons protect their privacy.

d. WRLS Updates WRLS is seeking a rep from Buffalo County to serve on the Board of Trustees.

- e. **Building Talks** Katelyn will be going on library tours with Devin from Keller at the end of the month for ideas. Katelyn has spoken with some fundraising companies that have been recommended to her.

Motion to approve the Director's Report made by Ginny, 2nd by Mindy. Motion Approved.

5. Discuss/Approve Bills to be Paid for November 2018

Motion to approve bills to be paid for November 2018 by Mindy, 2nd by Terri. Motion approved.

6. Discussion and Possible Action on Proposed Board of Trustee Bylaw Updates Looked over and decided to table until the next meeting.

7. Discussion and Possible Action on Upcoming Holiday Hours/Closures –Should the library be closed on Saturday, November 24 (library will be closed on Friday the 23rd following the same practice as the city) and Monday, December 31 (will be closed on Monday the 24th)?

Motion made to close the library on Saturday, November 24 made by Terri, 2nd by Greg. Motion approved.

8. Discussion and Possible Action on Building Project

a. **Future Naming of the Library (Mahlum Library)** Board asked Katelyn to research naming rights policy and how other have gone about naming a library after an individual/family. *Motion made to purchase a sign through Keller Inc. for \$200 to read "Future Home of the City of Mondovi's Public Library" made by Ginny, 2nd by Mindy. Motion approved.*

b. **Hiring a Fundraising Company** Katelyn has spoken to two fundraising companies Jodie Sweeney of the Sweeney Group and Baker Street Consulting. *Motion to invite both companies to our December meeting to give a 30 minute presentation made by Mindy, 2nd Greg. Motion approved.*

c. **Meeting with Keller Inc.** Katelyn met with Devin, he showed her the updated plans with the changes that we had suggested at our last meeting with him. Devin suggested that we hire a fundraising company. Katelyn will be touring recently remodeled/renovated libraries with Devin soon.

9. Discussion and Possible Action on Library Loan Rules (Notices) Katelyn presented a new schedule for sending overdue notices to patrons. Basically it changes 1st and 2nd notices being sent at 7 days versus 14. *Motion to makes changes as proposed made by Ginny, 2nd by Terri. Motion approved.*

10. Discussion of Trustee Essential 1: The Trustee Job Description. Trustees are asked to looked over this section along with #3 for next month's meeting.

11. Public Comment None

12. Final Questions/Comment from the Board – None

13. Motion made to adjourn until our next meeting on Tuesday, December 4, 2018 to be held at Mondovi City Council Chambers made by Greg at 6:27 pm, 2nd by Mindy. Motion Approved.