

# EASTERN SHORES LIBRARY SYSTEM BOARD OF TRUSTEES MINUTES

Eastern Shores Library System Office

**Monday, November 24, 2008    Called to Order: 4:30 p.m    Adjourned: 6:15 p.m.**

**Present:** Marilyn Toepel, presiding; Carol Baumann, Linda Bosman, Don Dohrwardt, Sara Filemyr, William Goehring, Howard Hoppe, Tom Hudson, Jim Hughes, Nancy Lewis, Rob Nuernberg, Sherry Speth, Warren Stumpe, Joann Wiesner and Jim Zeisler.

**Also Present:** Martha Rosche, TAC Advisor; David Weinhold, Director; Paula Onufrak, Automation Librarian; Alison Ross, Cataloging Librarian; and Paula Siefert, Recording Secretary designate.

1. **Called to Order:** At 4:30 a quorum was present so Toepel called the meeting to order. The meeting was posted with both counties on November 19, 2008 in compliance with the open meeting law.

2. **Welcome New Board Member:** The board members welcomed James Zeisler, member-at-large, City of Mequon, replacing Sharon Nieman-Koebert's term ending December 31, 2009.

3. **Approval of Minutes:** Baumann moved, seconded by Wiesner to approve the September 29, 2008 Minutes. Motion carried by voice vote.

4. **Approval of Expenditures, 2007 Audit Report and Budget Adjustments:**

a. Treasurer Hudson, reviewed the expenditures of October 15 to December 1, 2008. Lewis moved to approve the expenditures, seconded by Hoppe. Motion carried by voice vote. Trustees received the financial report of January through October 2008.

b. 2007 Audit Report - Trustees received the report at the September 29, 2008 meeting. There were no questions.

c. Budget Adjustments: Hudson moved to approve the budget transfer of \$2,642 from the Contingency Fund for the technical support for the bookmobile satellite internet service. Seconded by Goehring, motion carried by voice vote.

5. **Public Comment and Correspondence:**

a. Letter from the Department of Public Instruction State Superintendent, Elizabeth Burmaster, notifying Eastern Shores Library System of approving the 2009 annual system plan and initiating the first 2009 state aid payment. The first payment will be \$485,077.

b. Letter from Bernard Markevitch, Board President, Mead Public Library. Letter has two primary concerns. The first is the access to barcode label data and printing problems within the new Polaris. The second concern is the transfer of patron account information between the old Horizon ILS and the new Polaris ILS.

6. **Committee Reports:**

a. TAC Representative Report: Rosche reviewed the November 19 TAC meeting issues.

b. Contracts Committee Report on Resource Library Agreement: Bosman moved to approve the 2009 Agreement between Mead Public Library as the Resource Library and Eastern Shores Library System and authorize the President's signature. Seconded by Baumann, motion passed by voice vote.

7. **Recommendation on General Wage Adjustment for 2009:** Lewis moved to approve the recommendation from the Personnel Committee to increase the general staff increase from 2% to 3%. Seconded by Stumpe, motion carried by voice vote.

**8. Revised Recommendation on Library System Director Compensation:** Lewis moved to have the Personnel Committee rescind the September 29, 2008 motion reference the Library System Director Compensation and approve the recommendation that the Library System Director Compensation is a 3% wage adjustment and a \$2000 bonus. Seconded by Stumpe, motion carried by voice vote.

**9. Travel Reimbursement Rate Policy - Second Reading:** Nuernberg moved to approve Policy 936 Travel Compensation as recommended but amend the wording and remove the word "trustee" in Policy 936.1 Travel Compensation. Seconded by Stumpe, motion carried by voice vote.

**10. Authorizing Budget Committee:** Stumpe moved to authorize the Budget Committee to make 2009 Budget Adjustments based on County Library Service Funding and 2008 year end balances. Seconded by Dohrwardt, motion carried by voice vote.

**11. Status of County Library Service Requests:**

- a. Trustees received the Distribution of County Appropriations from Ozaukee and Sheboygan Counties for County Library Service.
- b. Trustees received the Bookmobile Referendum results.
- c. Trustees received the Sheboygan County Resolution No. 20, authorizing creation of Joint County Library Planning Committee.

**12. Review of Health Insurance Option Change for 2009:** Eastern Shores currently contracts with the State of Wisconsin Employee Trust Funds Group Health Insurance program. Weinhold reviewed the plans available and employer and employee shared costs.

**13. Beginnings Report on the Future of Wisconsin Libraries:** Trustees received the COLAND report and Weinhold reviewed.

**14. Other Items:**

- a. ICMA/Gates Public Library Innovation Grants - Trustees received
- b. Board member term list - Trustees received
- c. Calendar of 2009 meetings: Nuernberg moved to accept the meeting dates and meet according to the schedule presented. Seconded by Stumpe, motion carried by voice vote with one no vote.
- d. Glossary of Terms - Trustees received

**15. System Staff Reports:**

- a. Onufrak distributed the library to library lending stats. He reviewed the status of the new Polaris ILS project.
- b. Trustees received the bookmobile statistics and report from Connie Meyer.
- c. Trustees received the 2008 delivery statistics from Siefert.
- d. Trustees received the Cataloging statistics and report from Ross. Ross reported that the focus of October was helping Paul and the libraries with the transition from Horizon to Polaris. She visited ten libraries to provide cataloging training. Trustees received the ILL statistics.
- e. Trustees received the report from Sue Potter on Special Needs and Publicity activities.
- f. Siefert reviewed the Youth Services activities.

**16. Adjourn:** At 6:15 p.m. Dohrwardt moved to adjourn. Seconded by Stumpe, motion carried by voice vote.