

EASTERN SHORES LIBRARY SYSTEM BOARD OF TRUSTEES MINUTES

Eastern Shores Library System Office

Monday, September 29, 2008 Called to Order: 4:30 p.m. Adjourned: 5:45 p.m.

Present: Marilyn Toepel, presiding; Carol Baumann, Linda Bosman, Don Dohrwardt, Howard Hoppe, Tom Hudson, Jim Hughes, Nancy Lewis, Rob Nuernberg, Sherry Speth, and Warren Stumpe.

Absent: Sara Filemyr, William Goehring, Sharon Nieman-Koebert and Joann Wiesner.

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

1. **Called to Order:** At 4:30 p.m. a quorum was present so Toepel called the meeting to order. The meeting was posted with both counties on September 22, 2008 in compliance with the open meeting law.

2. **Approval of Minutes:** Stumpe moved, seconded by Baumann to approve the August 25, 2008 Minutes. Motion carried by voice vote.

3. **Approval of Expenditures:** Hudson reviewed the expenditures of September 10 and September 11 - 30, 2008. Baumann moved to approve the expenditures, seconded by Speth. Motion carried by voice vote. Trustees received the 2007 Audit and Auditor's letter. Audit questions will be received at the November board meeting.

4. **Public Comment and Correspondence:**

- a. Eastern Shores Library System has received approval for the State Trust Fund loan.
- b. Trustees wishing to receive board meeting information by email, please let Paula know.

5. **Committee Reports:**

- a. TAC Representative Report: Rosche stated there is no report. Staff have been training on the Polaris software.
- b. Jim Hughes has been appointed to the Contracts Committee.

6. **Recommendation on Library System Director Evaluation:** Lewis, Chair Personnel Committee, reported the Personnel Committee recommends a 2.5% merit increase for the director. This recommendation has been forwarded to the Budget Committee.

7. **2009 Library System Budget and Annual Plan:** Hudson, Chair Budget Committee, reviewed the 2009 budget sheets as distributed. Hudson moved to approve the 2009 budget as presented. Seconded by Hoppe, motion passed by voice vote. Trustees reviewed the Public Library System Plan and Certification of Intent to Comply, Calendar Year 2009. Stumpe moved to approve the Plan and board president's signature. Seconded by Dohrwardt, carried by voice vote.

8. **IRS Mileage Reimbursement Policy:** Trustees received the "Travel Reimbursement Rate" current policy. Nuernberg moved to change the Travel Compensation Policy 935.1 to read: *The System Board recognizes that trustees and staff members must have an automobile, or*

occasionally use their automobile, as a condition of their employment. The System Board will pay reimbursement for such use on a per mile basis at a rate equal to the current per mile reimbursement set by the Internal Revenue Service. The Director is authorized to make such payments. Seconded by Stumpe. President Toepel referred the motion for action at the November Board meeting.

9. Status of County Library Service Requests, Bookmobile Service Referendum, Joint County Library Planning Committee Proposal:

Sheboygan County Request -

Member Library Reimbursement requested and reimbursed at \$921,793

Bookmobile Service requested \$132,879 but funded at \$124,578 which was the 2008 and 2007 appropriation.

Replacement of EasiCat Hardware & Software - Capital requested \$7,345, funded at \$6,733.

Adjacent County Library Reimbursement requested and reimbursed \$32,010.

Ozaukee County Request - The County Administrator recommended what was requested.

Bookmobile Service Referendum Frequently Asked Questions was distributed. This is an advisory referendum.

Joint County Library Planning Committee Proposal: Sheboygan County approved proposal.

10. DLTCL Annual Library System Meeting Report: The State Superintendent will include the 13% index level of funding for public library systems in its biennial budget request. For 2009 the index of state aid to local and county aid for public library service is estimated to be 8.2%. Provide funding to cover an estimated 50% of statewide interlibrary delivery costs incurred by public library systems. Provide funding to maintain the current level of Badgerlink services. Weinhold mentioned the changes in the accounting and auditing environments.

11. Staff Reports:

a. Weinhold mentioned Atty. General J.B. Van Hollen will host an open records and meeting laws seminar on October 28 in Milwaukee.

b. Siefert reported on current youth services activities.

c. Onufrak reported on the Polaris project. Libraries will "go live" October 16, 2008 with the new software. Onufrak also reported on problems with the air conditioner in the automation room. Trustees received the library to library lending statistics.

d. Trustees received the bookmobile statistics and report from Connie Meyer.

e. Trustees received the delivery service statistics for the months May - August 2008.

Weinhold reviewed the delivery schedule during the Polaris implementation.

f. Ross reported that Denise Cook attended the fall Reference and Loan interlibrary loan meeting. Ross has been working with Onufrak on the Polaris project. She has been writing cataloging guidelines for member libraries use. Trustees received cataloging and ILL statistics.

g. Trustees received reports from Sue Potter on Special Needs and Publicity activities.

12. Adjourn: At 5:45 p.m. Stumpe moved to adjourn, seconded by Baumann. Motion carried by voice vote.