

## KASSON PUBLIC LIBRARY MINUTES

The KPL Board of Trustees met Tuesday, 11-12-13 and the meeting was called to order at 6:04 pm.

**Present:** L. Carlsen, L. Hopkins, S. Joachim, T. Kamel, J. Rase, and Director, A. Tiff

**Absent:** none

**Visitors:** none

**Petitions to the Chair:** none

**Amendments to the Agenda:** none

**Minutes of the October 8<sup>th</sup>, 2013, Board Meeting:** motion by Kamel, 2<sup>nd</sup> by Joachim to approve. All ayes.

**Financial Reports/Payables:** A. Tiff provided funding information from Dodge County noting the decrease by \$3,198. The budget will need to be amended for 2014 to compensate for this shortage. There may be OT in the near future to cover a staff member's vacancy. Motion by Joachim, 2<sup>nd</sup> by Kamel to approve. All ayes.

**Director's Report:** A staff member was compensated an extra day after resignation to allow time to reconsider that decision. The Board thought that was a fair gesture, considering that a letter of resignation was not provided. The hiring process has begun to fill the staff member's vacant position by advertising in the DCI, the City website, and Channel 19 public access. Applications are available at the Library and on the City's website. Art presented a spread sheet outlining 4 options for hiring with regards to budget and staff hours. The best option that the Board discussed and decided upon was to hire 2 part-time entry level people at 25 hours/week. Jim Rase stated that we need to stay within budget; and, after discussion, the Board was unanimous in their agreement. The selection committee will consist of 3 people and the applications are due Friday, November 22<sup>nd</sup> 2013. Art attended a meeting at Daniel's with SELCO officers and Dodge County librarians in attendance. Due to the large number of fines outstanding, Art suggested having a "forgiving" day. Board members felt that removes incentive to return items; our priority being to retrieve outstanding items first, fines second. Our current policy is to send out registered letters and then turn it over to collection agencies.

**Committee Reports:** Earlene King handed out Committee Reports to bring the members up to date on the grant status and FEMA's involvement. State Representative offices have been assisting in the process. An additional meeting will be held Nov 19<sup>th</sup> to research grants to provide furnishings and equipment for a possible new facility.

**City Council Representative:** Lori Hopkins pointed out to the Board that her term as a Board member will be coming to an end in 2014. She would like to have the Board select a new President at the next meeting to allow for transition time. The budget needs to be discussed and finalized as well.

**Friends of the Library Report:** John Talcott reports they will be electing a new Pres and Secretary. The DCI will carry an announcement for the upcoming Book Sale, November 21 & 22—the stacks are high and need to be dispersed. Fifteen people attended the Mike Eckers presentation on Nov 11<sup>th</sup>.

**Old Business:** none

**New Business:** The Director informed the Board that the Children's Librarian has requested to be given a fulltime position. It was concluded that the 2014 budget would not allow for this requested increase. The Children's Librarian works parttime for 25 hours per week at \$23.72 an hour for a gross yearly total of \$30,836 plus parttime benefits plus mileage compensation. The proposal for a fulltime status at \$23.72 hour would gross \$49,376 annually plus approximately an additional \$9,000 for benefits. The Board could not come up with the additional \$27,540 raise and benefit hike. Also, the library staff needs more than 2 employees. The Board then requested that the Children's Librarian be so informed by the Director. The 2014 budget will be certified at the

December Council meeting.

**General Discussion:** SELCO arranged for author presentations and on Oct 24<sup>th</sup> David Housewright was there to discuss his book. His presentation was laced with inappropriate language throughout, and Art reported this to both SELCO and Lori at the time it occurred.

**Adjourn:** Meeting adjourned at 7:26 pm.

Respectfully submitted:

Susan Joachim, secretary