

**CITY OF WAUPACA  
WAUPACA AREA PUBLIC LIBRARY BOARD**

**REGULAR MEETING  
LIBRARY CONFERENCE ROOM**

**WEDNESDAY, AUGUST 16, 2017  
4:32 P.M.**

**1. ROLL CALL & WELCOME NEW BOARD MEMBERS**

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**Present:** Library Board Members Ald. Lori Chesnut, John Ryan, Glenda Rhodes, Julie Eiden, (*late*), Mary Zimmerman, Joe McClone and Mary Trice

**Absent:** Holly Olsen, President, Brandon Krcmar, Youth Representative

**Also Present:** Peg Burington, Library Director and Emily Heideman

**2. APPROVAL OF AGENDA**

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Letter c, under New Business, Discussion of Food for Fines – September.

**MOVED** by Ms. Trice, **SECONDED** by Ms. Rhodes to **APPROVE** the Agenda as amended. 7 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

**OPEN MEETING LAW STATEMENT**

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John Ryan stated this meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place and agenda of this meeting.

**3. APPROVAL OF MINUTES FROM MEETING HELD WEDNESDAY, JULY 19, 2017**

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**MOVED** by Mr. McClone, **SECONDED** by Ald. Chesnut to **APPROVE** the July 2017 minutes. 7 ayes, 0 nays, 3 absent. **MOTION CARRIED** on a voice vote.

**4. MONTHLY BILLS FOR JULY 2017**

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**a. Approve July 2017 bills \$57,462.68 (Personnel \$47,462.36)**

Ms. Burington briefly reviewed the percentage of budget expended and said that Mr. Frandrup's final check will be paid out next week out of the full-time expenditures.

She said Ms. Heideman received a \$1,200 scholarship for the Harwood Innovators Lab. Ms. Burington said she will need to travel to the Wisconsin Library Association Conference this October.

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She said the library has saved money on postage and is good standing for next year regarding collections.

Ms. Burington briefly reviewed line items that are over budget and other revenue items. She said the current fund balance is approximately \$31,000 from last year.

**MOVED** by Ms. Trice, **SECONDED** by Ms. Zimmerman to **APPROVE** the July 2017 bills. **ON THE CALL OF THE ROLL** Mr. McClone, Ms. Rhodes, Ms. Trice, Ald. Chesnut, Ms. Zimmerman and Mr. Ryan, voted aye, 0 nays and 3 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

## **5. LIBRARY EXHIBIT ROOM**

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### **A. Chart of Visits**

### **B. Exhibit Room Coordinator's Report**

Ms. Ferkett's report is included in the packet.

Ms. Burington said it is all informational and briefly reviewed the new exhibits Great Lakes Small Streams. For the upcoming Taxidermy Exhibit, if someone has taxidermy they would like to loan to the library, an entry form is available on the library website.

## **6. LIBRARY STATISTICS FOR JUNE 2017**

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### **A. Fine Income, Copy Income and Meeting Room Income Reports**

- Fine Income: \$1,036.29 in fines (also includes e-commerce)
- Copy Income: \$403.18
- Meeting Room Income: \$93.50

Ms. Burington let the board members know staff will hold another Food for Fines event as it is in the policy.

### **B. Volunteer Hours, Reference Transactions, Library Visits and Internet Use**

- Volunteer Hours: 294
- Reference Transactions: 976 reference transactions
- Library Visits: 9,544 library visits
- Internet Use: 1,251 (wireless)
- Internet Use: 1,457 (stations)

### **C. Interloan Chart**

There was general discussion regarding the measurement for the interloan chart.

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**D. Circulation Chart with Municipality Statistics**

- Total Circulation is at 21,736

**7. DEPARTMENT REPORTS**

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**A. Director's Report:**

Ms. Burington's report is included in the packet.

Ms. Burington highlighted an upcoming meeting with Waupaca County and Waushara County Librarians and Winnefox Assistant Director, Mark Arend regarding the Portage County reimbursement issue.

She said the RFID gates and pads are working beautifully and said Ms. Heideman has really helped with the process. She said the three self-check machines are in the Directory's office until installation. Mr. Evan Bend, OWLS, was able to get a 30% discount on SIP 2 licensing and maintenance from Innovative, the circulation software provider.

Ms. Burington said they are concentrating on the team with goals for staff training to build resiliency and relieve stress. She said they want to build a stronger team by working together and to get to know each other better. They are going to talk about the Color Personality Types. They will also train in areas where there are deficiencies.

The trustee training is next week in the meeting room.

Board members let Ms. Burington know which day they would utilize the training.

There was general discussion regarding Portage County.

**B. Adult Programs Report**

Ms. Servey's report was included in the packet.

Ms. Burington said Ms. Servey recognizes that adult programming in the summer is tough and attendance is small. She said they feel strongly the Water Color Free Paint workshop will be well attended.

She said the number of registrations for the summer reading challenge is healthy in all departments.

**C. Children's Department Report:**

Ms. Abrahamson's report is included in the packet.

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Ms. Burington said the Children's Department has a new library assistant, Molly Reinke. She said the summer library program is going very well. She mentioned there may be some glasses available for the solar eclipse and the program is at 2:00 p.m. and 6:00 p.m. with all ages welcome.

#### **D. Teen Department & SLAG Report:**

Ms. Heideman's report is included in the packet.

Ms. Heideman briefly reviewed the programs offered and gave some highlights.

- Banana Autopsies

Ms. Heideman said teens learned about what a medical examiner does and how to suture using the basic baseball stitch.

- Dr. Johnson's Zombie Apocalypse

She said this is an escape room activity where teens had to find the codes to open the locked briefcase. The teens asked if she would offer more programs like it during early dismissal days.

Ms. Heideman said she began some training with Mr. Frandrup on technology troubleshooting. She is taking a class at the end of the month on basic hardware IT, working on internet connections, learning how to troubleshoot PC's and general help desk knowledge.

## **8. COMMITTEE REPORTS**

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### **A. Library Finance Committee**

- a. Meeting scheduled for August 16, 2017 after library Board meeting to discuss Budget 2018

### **B. Library Planning Committee**

- a. No meeting

### **C. Library Policy Committee**

- a. Minutes of Policy Meeting held July 19, 2017

**MOVED** by Mr. Ryan, **SECONDED** by Ald. Chesnut to **APPROVE** the Library Policy Meeting minutes from last month. 7 ayes, 0 nays, 3 absent. **MOTION CARRIED** on a voice vote.

- b. Discussion of Meeting Room Policy changes to allow for-profit selling and promotion and meeting room fees

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Ms. Burington gave a brief overview of the change in the Meeting Room Policy to allow for profit organizations to sell, advertise, solicit or promote their products or services.

**MOVED** by Mr. McClone, **SECONDED** by Ms. Zimmerman to **APPROVE** the revised Meeting Room policy. 7 ayes, 0 nays, 3 absent. **MOTION CARRIED** on a voice vote.

**D. Library Personnel Committee**

- a. Minutes of Personnel Committee Meeting held on July 19, 2017

**MOVED** by Ald. Chesnut, **SECONDED** by Ms. Zimmerman to **APPROVE** the July 19 Personnel Committee Meeting minutes. 7 ayes, 0 nays, 3 absent. **MOTION CARRIED** on a voice vote.

**9. OLD BUSINESS**

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- a. Portage County Funding

Ms. Burington said the townships affected are Lanark and Belmont. She reiterated the meeting with Waupaca County and Waushara County Librarians and Winnefox Assistant Director, Mark Arend and the interim OWLS Director, Bradley Shipps regarding the reimbursement issue. She said the group will come up with a plan and she will bring it back to the board.

There was general discussion regarding the subject.

- b. Increase in library hours for September 2017

Ms. Burington said she feels this needs to be tabled due to personnel changes at this time.

- c. Discuss staffing concerns in the absence of an Assistant Director

Ms. Burington asked board members if they felt Ms. Heideman should receive a higher wage due to the responsibilities she is taking care of in the absence of an Assistant Director.

There was general consensus regarding increasing her wage. There was general discussion regarding all staff and if they have received raises.

Ms. Burington said she recommends an increase in Ms. Heideman's wage for the increase in responsibility.

**MOVED** by Ms. Zimmerman, **SECONDED** by Ms. Trice to **APPROVE** retroactively increase Emily Heideman's salary by another dollar an hour to \$20.22 as of August 4, 2017. **ON THE CALL OF THE**

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**ROLL** Mr. McClone, Ms. Rhodes, Ms. Trice, Ald. Chesnut, Ms. Zimmerman, Ms. Eiden and Mr. Ryan, voted aye, 0 nays and 2 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

## **10. NEW BUSINESS**

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### **A. Incident Report**

Ms. Burington said a young man was experiencing bullying and she suggested that he could talk with the police. When Ms. Burington went to make the call, he got sick and had trouble breathing. The ambulance was called and drugs were involved. The individual (18 years old) is now banned for a year.

Ms. Burington said the incident brought up things for staff to review on what to do in a crisis.

There was general discussion regarding proper protocol.

### **B. Schedule meeting of Library Board and Library Foundation**

The meeting is scheduled for September 20 at 4:00 p.m. with the Library Foundation.

## **11. ANNOUNCEMENTS & CORRESPONDENCE**

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### **A. OWLS Board Minutes – June 2017**

### **B. Meeting of Library Board and Library Foundation September 20, 2017 at 4:00 p.m., Library Board at 4:30**

### **C. Letter from visitor John Stadenmaier**

Informational.

### **D. Winnefox Trustee Training Flyer**

## **12. ADJOURNMENT**

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**MOVED** by Mr. McClone, **SECONDED** by Ms. Trice to **ADJOURN** the Regular August 16, 2017 Library Board Meeting. 8 ayes, 0 nays, 2 absent. **MOTION CARRIED ON A VOICE VOTE.**

Meeting adjourned at 5:20 p.m.

John Ryan, Acting Chairman  
Waupaca Area Public Library Board

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