

Tomah Public Library 11.12.15

Board of Trustees Meeting

The Tomah Public Library Board of Trustees met Thursday, November 12th in the Council Chambers of Tomah City Hall. Members present were Luke Bohlen, Emily Brach, Marge Gigous, Russ Kind, Trudy Peterson, Paul Skofronik and Sue Wandschneider. Also in attendance was Library Director Irma Keller. Vice Chair Marge Gigous called the meeting to order at 4:40 p.m.

Approval of Minutes:

- A motion to approve the July minutes was made by Mr. Kind and seconded by Ms. Peterson. Motion carried.
- Minor corrections of date and a misspelling were made to the September minutes. Ms. Wandschneider made a motion to approve the corrected minutes and the motion was seconded by Ms. Gigous. The motion carried.

Approval of Bills and Financial Report:

- Ms. Keller reviewed the provided bills and financial reports with the Board members. Ms. Keller explained the janitor's salary to the Board's satisfaction after being asked about his salary.
- Questions about the book seller Baker and Taylor were also answered to the Board's satisfaction.
- Ms. Peterson made a motion to approve the bills and the financial report. Mr. Kind seconded. The motion carried.

Public Communication:

- None.

Old Business:

- Election of secretary for the Tomah Library Board of Trustees:
 - Mr. Bohlen respectfully resigned as secretary after a long tenure in the position. Ms. Brach volunteered to serve as the secretary. Ms. Gigous made a motion to elect Ms. Brach as the Board's secretary. Ms. Peterson seconded. The motion Carried.
- Proposed policy for overdue materials:
 - The Board discussed the proposed new overdue materials policy. There was much discussion about the length of time between "overdue" to "action" taken by the Library staff. Ms. Keller stated that she could bring data regarding overdue materials to the next Board meeting to help the Board decide on an appropriate course of action in implementing a new policy. A motion to table the discussion on this policy was made by Ms. Gigous and seconded by Ms. Wandschneider. The motion carried.
- Upgrading additional light fixtures in the Library:
 - Ms. Keller reported that an energy audit had been completed but the report was not back at the time of the Board meeting. She said that one recommendation made to her was to replace the lights with LED lights. Mr. Bohlen suggested looking at a higher tier of LED lights because lumens dim over time. Ms. Keller stated that she would get a quote on the LED lights for the Board's consideration.
- Fountain fund raising update:
 - Ms. Keller reported that \$12,360 has been raised to date.

- Replacement of crab apple tree:
 - Information on types of trees and their costs will be provided at the next Board meeting.

New Business:

- Teen Shelving Area:
 - Ms. Keller reported that the bookshelves in the teen area of the library are in rough shape. She proposed for the Board's consideration that funds from the Krukar Trust be used to purchase new shelving from an area craftsman. Ms. Peterson made a motion to do so and Ms. Wandschneider seconded. The motion carried.
- Fountain Cutout for Library Grounds:
 - It was recommended that the cutout be moved for winter. Discussion about how to better utilize the cutout in the spring resulted in the following ideas: Have a "take one" type box on the cutout that explains the fountain project, using the cutout as a fundraising "thermometer" and having a real estate type sign that explains the project.
- Energy Audit :
 - Discussed above in Old Business.

Topics for Consideration at Next Board of Trustees Meeting:

- Bids to consider for replacement of crabtree.
- Bids to consider for new LED lights.
- Website updates.
- Overdue materials policy and the statistics of current overdue materials.

A motion to adjourn was made by Ms. Wandschneider and seconded by Ms. Gigous. The motion carried and the meeting adjourned at 6:25 p.m.

Respectfully submitted by Emily Brach, Secretary.