

**Lester Public Library
Board of Trustees Meeting
July 10, 2007
Library Community Room**

Call to Order – The meeting was called to order at 7:00 PM by President Patrick Gagnon in the Community Room of the Lester Public Library. Proper notice was given.

Present – Patrick Gagnon, Sheridan O’Rourke, Brenda Krause, Terry Schumacher, Joyce Beth, Wayne Schultz, Kirsten Miller, Sharon Stone, Director Jeff Dawson, Adult Services Coordinator Chris Hamburg, & recording secretary Elaine Olszewski-Steckler.

Absent & Excused –Rick Henrickson & Teri Wagner

President Gagnon opened by stating the meeting will remain in open session with no AFSCME negotiations update.

Public Comment – None.

Minutes – Moved by Brenda Krause, seconded by Joyce Beth to approve and accept the meeting minutes of June 12, 2007. Motion carried.

Expenditures and Financial Reports – Discussion held. Moved by Joyce Beth and seconded by Sheridan O’Rourke to accept the June 2007 Financial Reports as presented. Motion carried.

Committee Reports –

- **Administration** – President Gagnon confirmed the Administration Committee to be himself, Brenda Krause & Wayne Schultz. Director Dawson will coordinate the scheduling of meetings for this group, and a chair to be decided at the first meeting.
- **Buildings & Grounds** – None.

Directors Report – Director Dawson provided a written report and asked the board for any questions concerning the same.

Communications –

- Herald Times Reporter – Articles
- Email from Alan Engelbert – Discussion followed regarding the email from Alan Engelbert to Rick Branham of Sirsi/Dynix on the performance of Sirsi/Dynix (Unicorn) software and payment of the same. Hamburg noted there will be changes to the software on the public side, with no timeline in place as of yet. Councilman Schultz inquired about Sirsi/Dynix contract penalty clauses and future costs of the same.

Unfinished Business –

- Unicorn update presented by Chris Hamburg. Discussion followed.
- Computer upgrade for the HVAC System – Discussion followed on the proposals received, comparisons and contract language. Moved by O’Rourke and seconded by Krause to accept the Johnson Controls Proposal dated June 12, 2007 for the

Energy Management System Upgrade Project totaling \$ 31,210.00. Voice vote: 6-yeses, 0-noes, 1-abstained – Schultz. Motion carried.

City Council Report–

- Representative Schultz reported 2008 budgeting concerns. The Finance Committee of the City Council will be challenging all department heads to look at how they operate in an effort to cut costs.

New Business – President Gagnon requested a regular agenda item for the School Representative to make a report.

- Donation to the City’s Landscaping Work on Memorial Drive – Director Dawson requested the board donate \$1,000.00 toward the landscaping on Memorial Drive. Moved by Schultz seconded by Schumacher to approve \$1,000.00 donation in gift monies for City Landscaping Work on Memorial Drive as recommended by Director Dawson. Motion carried.
- Presenting Updated Circulation Policy – Director Dawson reviewed current and proposed Circulation Policy. Dawson would like to extract procedure from policy to enable the staff to make procedure changes without board approval. President Gagnon asked for feedback, and requested members look at the proposed changes in preparation for an action item at the regular August meeting.
- Discussion followed on the Statistics Report. Data mining for the Unicorn/Sirsi/Dynix system has been difficult and incomplete. Manitowoc Calumet Library System staff turn-over, data migration from the old system cited as some of the problems. Director Dawson will be meeting with the LARS Consortium on July 20th to work on these issues.

Closed Executive Session – The Library Board of Trustees reserves the right to enter into Closed Session, per Wisc. Stats. 18.85 (1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. No report on AFSCME negotiations. – meeting remained open.

Moved by Terry Schumacher, seconded by Sheridan O’Rourke to adjourn the regular meeting and continue on to Trustee Education with Betsy Galbraith. Meeting adjourned at 7:50 PM.

Trustee Education – Betsy Galbraith provided a tour of the library gardens with the board.

Respectfully Submitted,

Elaine Olszewski-Steckler
Recording Secretary