

# **Oscar Grady Library Board Meeting Minutes**

August 13, 2012

## **Members & Guests Present**

Members Present: Joe Caban, Jen Gerber, Kay Hamann, Sonia Lear, Hope Mullins, Heidi Rettler, and Joann Wiesner.

Not Present: Naomi Bruecker

### **1) Call to Order**

Joann Wiesner called the meeting of the Oscar Grady Library Board at 6:00P.

### **2) Statement of Public Notice**

The Statement of Public Notice was properly posted.

### **3) Citizen Comments**

There were no citizen comments.

### **4) Approval of Minutes from Last Meeting**

The minutes of the July 10, 2012 meeting were approved as submitted.

### **5) Financial Report**

A motion was made, seconded, and passed authorizing payment of the July 2012 bills.

A motion was made, seconded, and passed accepting the July 2012 Financial Report.

### **6) Internet & Acceptable Use Policy**

The policy was updated to reflect the Envisionware installation. The I. Access section has been updated to reflect that an ESLS card is required to sign in, patrons must use their own library card, there will be access restrictions for patrons using another patron's card, and daily time limits are per individual user.

A motion was made, seconded, and passed to accept the revised policy.

### **7) 2013 Closing Dates**

Sixteen closing dates were proposed for 2013; 1 staff development day and 8 holidays are included in this total.

A motion was made, seconded, and passed to accept the 2013 closing dates.

### **8) Statistics by Collection**

J. Gerber ran the statistics by collection from January 1 – June 30, 2011 compared to 2012. VHS & Cassette circulations are down, which is not surprising with DVD being the format of choice. The DVD collection is the highest circulating collection. The Large Type collection has also been updated and the statistics show this. Graphic Novel circulation went down overall; this will be evaluated. The Juvenile collection needs some tweaking; it is doing well overall. The Young Adult collection needs a complete overhaul; this is in process.

After discussion, the board requested that this report be presented twice a year.

### **9) Director's Report**

September will be the budget planning meeting.

The roof condition and replacement was discussed; it will be an agenda item for detailed discussion in the near future.

The Polaris 4.1 system-wide upgrade is Tuesday, August 14, 2012. EasiCat will have a modern look with additional patron features.

Envisionware went live several weeks ago; lots of positive feedback has come in from patrons and the staff.

A new program type is coming – a Library Community Baby Shower. The library resources for parents and children will be featured and there will be an RN present to answer questions on becoming a new parent on October 5<sup>th</sup>. Books will be purchased for the collection in honor of new babies.

A new book drop is needed – they generally cost about \$5,000. This can be budgeted for in 2013. The current one leaks and is not large enough – the current one only holds 100 books. J. Gerber did some research and learned that a gold-tone book drop is available for \$900; it is a trade show model with a 300-book capacity. The board agreed that this is a great deal and asked J. Gerber to pursue this.

Dan Cook's Eagle Scout reading garden project is progressing well. There will be a natural bench, mulching and sit-upons for summer story times. He will be finishing up this fall.

J. Gerber will be making a presentation at Portal Industries with Rebecca on Tuesday, August 14<sup>th</sup>.

**1) Circulation Statistics & Rental DVDs**

The circulation statistics were 9,412 for July, down from last year.

121 rental DVDs were checked out in July, generating \$978 in revenue for the year.

**2) Internet Use & Website Statistics**

Internet use was 856 for July, down from last year.

The website hits were 3,685 for July, up from last year. The top pages for July were E-books, Director's Page, and the Calendar.

**3) Website Statistics & People Counter**

The people counter counted 9,536 entries and exits in July, down from last year.

**10) Communications**

Several thank you notes were received from patrons for the summer reading prizes.

Andrea Boeshaar, an author from West Bend, came here to check out the library. She is now writing her third book here because she likes the facility so much.

**11) Other Matters**

Due to Patriot Day – September 11<sup>th</sup> – the September meeting date will be changed.

**12) Adjournment**

A motion was made, seconded, and passed to adjourn the meeting at 6:58P after setting Monday, September 10, 2012, as the proposed next meeting date.

**Minutes respectfully submitted by:** Heidi Rettler