

# **Oscar Grady Library Board Meeting Minutes**

November 12, 2013

## **Members & Guests Present**

Present: Joe Caban, Jen Gerber, Kay Hamann, Mary Jo Hansen, Sonia Lear, Heidi Rettler, Becky Steck.

Not Present: Kris Becker, Hope Mullins.

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

Sonia Lear called the meeting of the Oscar Grady Library Board to order at 6:04P.

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

The Statement of Public Notice was properly posted.

### **3) Citizen Comments**

None.

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

The minutes of the October 8, 2013 meeting were approved as amended.

### **5) Financial Reports**

A motion was made, seconded, and passed authorizing payment of the October 2013 CSRF bills.

A motion was made, seconded, and passed accepting the October 2013 Financial Report.

### **6) Director's Report**

The Senior Luncheon was last Friday; 15-20 people attended. This is co-funded by the Friends and the Library. The catered lunch was from Messina's. J. Gerber presented a program and asked for feedback on future activities. One-on-one computer classes, cooking, and book discussions were brought up.

J. Gerber attended the WLA Conference in Green Bay last week. It was very good.

The Halloween Party was on Thursday, October 24th. Chris Fascione, a story teller from Chicago, presented the program. It was well attended and well-liked by the attendees.

Tracy Johnson was hired to replace Kristin Wall; there were 18 local applicants. She has a Customer Service background and is fitting in well with staff.

The Annual Village Recognition Dinner has been scheduled for February 14, 2014. The board will receive invitations for this Village event. Kathy Lepak will be recognized for 5 years of service. The Outstanding Service Award will also be given for 2013; this is a new award.

The One Book, One Community committee met last week to discuss the book choice for 2014. The group is considering a graphic novel.

The Recipe Club is going well; Kim Becker is coordinating this. There are 10-12 participants. November was Bread and December will be Cookies & Bars.

#### **1) Circulation Statistics, OverDrive & Rental DVDs**

The circulation statistics for October will be available next month.

The OverDrive electronic media users for October will be available next month.

64 rental DVDs were checked out in October, generating \$982.00 in revenue for 2013.

#### **2) Internet Use & Website Statistics**

Internet use information for October will be available next month.

The website hits information for October will be available next month.

The top web pages for October will be available next month.

#### **3) Website Statistics & People Counter**

The people counter entries and exits for October will be available next month.

### **7) Communications**

None.

### **8) Other Matters**

All the Library position descriptions are being evaluated and updated. The Teen & Adult Services Librarian position description update will require Board approval due to significant changes. This position description update is a proactive move by the

Board due to a circulation-based funding decrease from Ozaukee County. Circulation needs to be monitored and these activities should be incorporated into this position. J. Gerber will have a draft position description for next month's meeting.

J. Caban informed the Board that the Library Budget is going to the overall Village Budget Hearing on November 19th.

**9) Adjournment**

A motion was made, seconded, and passed to adjourn the meeting at 7:15P after setting Tuesday, December 10, 2013, as the next meeting date.

**Minutes respectfully submitted by:** Heidi Rettler