

**Oscar Grady Library Board
Meeting Minutes**

March 13, 2012

Members and Guests Present

Members Present: Joe Caban, Jen Gerber, Kay Hamann, Laure Herlinger, Sonia Lear, Rose Hass Leider, Hope Mullins, and Heidi Rettler. Not Present: Joann Wiesner

Guests: Dan Cook, Dan Cook Sr.

1) Call to Order

Kay Hamann called to order 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

Eagle Scout Project – Outdoor Reading Center: Dan Cook, Eagle Scout candidate, presented his project proposal to the board. It will be located outside near the original front entrance of the building, between the building and tree. Dan has received a sound system donation already. The board discussed seating options. A book storage area for the librarian will be incorporated also. The estimated time frame is a few weeks, beginning this summer.

4) Approval of Minutes from Last Meeting

The minutes of the February 28, 2012 meeting were approved as submitted.

5) Approval of Minutes from Special Meeting

The minutes of the March 6, 2012 special meeting were approved as submitted.

6) Financial Report

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

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

The Gene Wiesner Memorial fund disposition is being discussed with the family; big game hunting and international hunting as well as artwork/photography are areas of interest.

7) Envisionware

This is a software program used by libraries to monitor pc access to allow wireless printing to networked copiers, to time sessions, to reserve computer time. This decreases staff contact with the patrons regarding computer use. J. Gerber has experience with this while she was working in the Mequon library.

There are several other libraries who would like to do this as a cooperative purchase. The startup cost of \$2,117 and annual cost of \$187 for our library. The software would be held by ESLS. The library would control settings and options for our patrons. This program will help with printing costs by monitoring this option from the computers. The program would allow wireless printing, another revenue generator.

J. Gerber strongly recommends that we participate in this; the cost will be much higher if we wait. The only issue is that this cost would come from the Technology line item. This will bring us over budget in the Technology line item for the year.

A motion was made, seconded, and passed to cooperatively purchase Envisionware through ESLS.

8) 2011 Annual Report

J. Gerber reviewed the 2011 annual report. The collections all grew in 2011. The patrons, visits, and program attendance all increased. The decrease of 9.4% in funding from the Village was reported to the state. The total number participating in the 2011 summer program was 1,102, an increase of 39.8%.

9) Director's Report

J. Gerber announced that Cindy Franke, Children's Librarian, has given her notice of retirement; this will be a huge loss to the library. She has served the library for 21 years. Her last day will be March 30, 2012. There will be a notice to story time and children's book club participants to recognize her service. J. Gerber will be looking for another Children's Librarian.

The new phone system was purchased through Digicorp. They were not the best proposal cost wise, but they provided the best technological enhancements. The total cost for the new system was \$4,704. There will be an automated attendant for departments as well as voicemail boxes. There will be music on hold. There will be phones added with conference calling, speaker phones. The system is expected to be ready for install in 2-3 weeks.

The annual Village training session will be March 22, 2012. The topic will be "How to Deal with Negative People" presented by Dr. Michael Weber from the PWSSD.

The Community Room will be painted at the end of March; it will be a cream/tan color with a matte finish. The project will take 3 days.

a) Circulation Statistics

The circulation statistics were 8,156 for January, down 132 from last year. The circulation statistics were 7,842 for February, up 764 from last year.

358 rental DVDs were checked out in January & February, for an income of \$358 for the year.

b) Internet Use

Internet use was 703 for January, up from last year's 647. Internet use was 713 for February, up from last year's 691.

c) Website Statistics

There were 4,170 hits to the website in January, up 732 from last year. There were 3,856 hits to the website in February, up 692 from last year.

The top pages visited for January were not available. The top pages visited for February were Technology & Computer Skills Classes, E-books, and Director's Page.

d) People Counter

The people counter counted 8,488 entries & exits in January, up 704 from last year. The people counter counted 7,940 entries & exits in February, up 100 from last year.

10) Communications

None.

11) Other Matters

H. Rettler will not be available to take minutes for the April meeting; a secretary will be chosen at the meeting to take notes.

12) Adjournment

A motion was made, seconded, and passed to adjourn the meeting at 7:07P after setting April 10, 2012, as the next meeting date.

Minutes respectfully submitted by: Heidi Rettler