

# **Oscar Grady Library Board Meeting Minutes**

September 10, 2012

## **Members & Guests Present**

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

Guests Present: Dawn Wagner

Not Present: Naomi Bruecker, Kay Hamann, Hope Mullins.

### **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 August 13, 2012 meeting were approved as submitted.

### **5) Financial Report**

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

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

### **6) 2013 Budget – General Fund**

J. Gerber reviewed the General Fund budget with the board.

A motion was made, seconded, and passed to recommend the General Fund budget for 2013 of \$249,373, which reflects a 2% overall decrease from the 2012 budget, yet incorporates a 2% wage increase for staff in 2013.

### **7) 2013 Budget – CSRF**

J. Gerber reviewed the CSRF budget with the board. This is the funding from the county.

The capital request for a new roof was reviewed. The funding would be 50% from CSRF and 50% from the General Fund (GF). The GF would reimburse over a 5 year period with interest.

The capital request for new flooring to replace damaged and worn carpet in the Community Room and high traffic area in the main foyer was reviewed. The flooring project would be contingent upon the roof project being approved.

A motion was made, seconded, and passed to approve the 2013 CSRF budget of \$85,105.

A motion was made, seconded, and passed to approve the capital expenditure for a new roof, with the project being funded 50% by CSRF and 50% from the General Fund –Capital Outlay (GF). CSRF would pay the total project cost in 2013; the GF % would be reimbursed over a 5 year period, with interest.

A motion was made, seconded, and passed to approve the capital expenditure for replacement of worn and damaged carpet in the Community Room and high-traffic foyer area, funded by the CSRF reserve fund, contingent upon the acceptance and completion of the roof project.

### **8) Director's Report**

The Polaris 4.1 system-wide upgrade went well on Tuesday, August 14, 2012.

The new book drop arrived today. The DPW took it for bolt installation.

The Playaway View collection items are here for the Children's collection. There are 25 titles available for check out for a 1-week period. We are the only library in the system with this experimental collection. The collection can only be checked out from and returned to our library. The replacement cost is \$80 per title.

David Rothe, our page, has given notice. He was accepted into an Architecture program; his last day will be Friday, September 14<sup>th</sup>. A new page will be hired to replace him.

September is National Library Card Month; the replacement card fee of \$2 is waived during the month.

The afternoon custodian has been hired. Jim and Dale will be handling the custodial duties here from now on.

J. Gerber's presentation at Portal Industries with Rebecca went very well on Tuesday, August 14<sup>th</sup>. There was a nice article and photos in the Ozaukee Press.

**1) Circulation Statistics & Rental DVDs**

The circulation statistics were not available for August. They will be reported at a later meeting.

111 rental DVDs were checked out in August, generating \$1,089 in revenue for the year.

**2) Internet Use & Website Statistics**

Internet use was 947 for August, up from last year.

The website hits were 3,711 for August, up from last year. The top pages for August were Saukville Elementary Accelerated Reader page, Director's Page, and E-books.

**3) Website Statistics & People Counter**

The people counter counted 10,211 entries and exits in July, up from last year.

**9) Communications**

None.

**10) Other Matters**

None.

**11) Adjournment**

A motion was made, seconded, and passed to adjourn the meeting at 7:27P after setting Tuesday, October 9, 2012, as the next meeting date.

**Minutes respectfully submitted by:** Heidi Rettler