

Oscar Grady Library Board Meeting Minutes

December 10, 2013

Members & Guests Present

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

1) Call to Order

Sonia Lear called the meeting of the Oscar Grady Library Board to order at 6:00P.

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 November 12, 2013 meeting were approved as submitted.

5) Financial Reports

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

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

6) Position Description: Library Assistant II: Circulation Services

J. Gerber provided the board with a copy of the updated position description for Library Assistant II – Circulation Services. It has been approved by Dawn Wagner.

A motion was made, seconded, and passed accepting the updated position description for Library Assistant II – Circulation Services as written. The new position description will be effective January 1, 2014.

7) Zinio Magazine Subscription Database

J. Gerber reviewed the Zinio Magazine Subscription database with the board. It is an e-magazine service, similar to the e-book service Overdrive that the library currently utilizes.

There is unlimited access to e-magazine titles. There is a 1-time platform fee, plus annual subscription prices. The \$6,106.29 total cost will be distributed amongst a group of participating libraries. Check out statistics will be available from this service. This service will be evaluated at the end of 2014. This is going to be marketed a great deal by the library.

A motion was made, seconded, and passed to enter into a new contract with Zinio. The service should be up and running in January 2014.

8) Director's Report

Saukville hosted the ESLS Director's Meeting. The directors really liked the new floor.

The Village will be providing a new library sign for the front of the building to replace the old-style sign; funds were provided from the room tax. J. Caban will report the board's thanks to the Village.

The contract agreement on the fire/intruder alarm is being reevaluated; a new agreement will be entered into in the near future.

The November Food for Fines campaign was successful – two full bins were donated to the Saukville Food Pantry.

Santa visited last week – the crowd was very large and all enjoyed the program.

The *1,000 Books before Kindergarten* program is ready to roll out. J. Gerber shared the promotional flyer and program folder with the board. J. Gallo has a big bulletin board in the Children's Section for this program. The families get a nice book bag and the kids will earn feathers for their bird on the program bulletin board as they read.

1) Circulation Statistics, OverDrive & Rental DVDs

The circulation statistics for October – December will be available at January's meeting.

The OverDrive electronic media user data for October – December will be available at January's meeting.

72 rental DVDs were checked out in November, generating \$1,054.00 in revenue for 2013.

2) Internet Use & Website Statistics

Internet use data for October – December will be available at January's meeting.

The website hit data for October – December will be available at January's meeting.

The top web page data for October – December will be available at January's meeting.

3) Website Statistics & People Counter

The people counter data for October – December will be available at January’s meeting.

9) Communications

None.

10) Other Matters

None.

11) Adjournment

A motion was made, seconded, and passed to adjourn the meeting at 6:47P after setting Tuesday, January 14, 2014, as the next meeting date.

Minutes respectfully submitted by: Heidi Rettler