

Prescott Public Library Board of Trustees Monthly Meeting Minutes May 18, 2017

Present: Colleen Harris, Anne Kressly, Charity Lubich, Jane Enright, Galen Seipel, Susan Oney

Absent: Kate Otto

Guest: David Finley

Call to Order: President Harris called the meeting to order 6:32pm. with a roll call of Board members confirming that a quorum was present. This meeting is in compliance with the open meeting law.

Agenda: A motion to approve the agenda for May 18, 2017 was made by Anne Kressly, seconded by Susan Oney, and carried.

Approval of Minutes:

A motion to approve the April 20, 2017 meeting minutes was made by Anne Kressly, seconded by Galen Seipel, and carried.

Director's Report May 2017

Revenue	Fines & Fees	Fax & Copies	Donations & Book
Sales			
04/25/17			\$500.00
05/02/17	245.82	136.11	
05/15/17		351.00	
	\$245.82	\$487.00	\$500.00

Circulation:	April 2017	April 2016
	6,254	7,879
OverDrive Checkout:	460	423
Pharos		
# of Sessions:	332	301
Wireless Sessions:	928	338
Website Visits:	1,108	1,601
Door Count:	2,742	2,699

**April 2017 Programming Statistics
Event Attendance**

Age Levels	Storytime (7)	Coloring Craze	Peeps Diorama Contest*		Totals
			Diorama Entries	People's Choice Ballots	
Adults	36	6	2	n/a	44
Teens	0	0	3	n/a	3
Children	46	0	28	n/a	74
Groups/Family	0	0	6	n/a	6
Totals	82	6	39	77	204

Number of times event occurred is (1), unless otherwise noted.

*Due to the mixed ages in the Group/Family category of the Peeps Diorama Contest, it is not possible to accurately count the number of adults and children. People's Choice Ballots did not indicate age of person voting.

On-going Programs

1000 Books Before Kindergarten

Registrations as of April 30 = 142

15 children have completed the program as of April 30.

Total number of people served by Programming and Outreach in April 2017 was 204.

In addition to these services, the Mississippi Room was reserved for Book Club, Tech Time, Court Services and Girl Scouts.

Library News

Prescott High School art may be displayed this month in our library. I judged the high school art show for Awards Day on May 10th.

I met with other Pierce County library Directors on May 2nd in Ellsworth to discuss our plans in sustaining and possibly increasing our request for ACT 150 funds. We decided we should write letters to the County Supervisors expressing our gratitude for the 5% increase and sharing how those additional funds have or will be used this year. We have been told that County Supervisors are interested in knowing how the additional money received from ACT 150 will be spent. I am looking into purchasing Hotspots to check out at our library. Wi-Fi Hotspots provide Internet access at home or on the go, and are compatible with most laptops, smartphones and tablets. The two vendors I am researching are Tech Soup Mobile Beacon with Sprint or T-Mobile. Currently, River

Falls, New Richmond, Eau Claire, Rice Lake and Chippewa Falls have purchased them. Next month I will provide you with more information and recommendations. We also intend to address the Pierce County Finance Committee in August.

Storytime is on break in May as we prepare for the 2017 summer reading program. The theme this year is "Build A Better World." The summer library program flyer is provided to Board members here tonight. We have hired "The Bazillions" to stimulate local elementary school kids in Prescott about the importance of reading this summer. Danielle Welch has been visiting the elementary schools promoting the summer reading program and volunteer participation. I was asked to return with programming requests and I am requesting that the Board cover the cost for the June 9th performance by The Bazillions for \$350.00 as well as an honorarium check to author Jacqueline West and master gardener Carri Larson.

I asked that construction in the library begin first as our summer reading program begins on June 9th. Construction has been messy, loud and chaotic but we have been able to remain open so far. The construction project is included with this report. Thursday May 11th was an in-service day for library employees. Xcel Energy had the power out to this building for four hours that day so we got a late start. We were able to sort, pack up materials and haul away the shelves that were in the Mississippi Room. May 25th the new storage cabinets will be installed.

The City water bills will be received soon by all City residents. Look for our library article in the newsletter. We discussed last month that the library would have City planters for use as part of the summer reading program. City Administrator, Jayne Brand said the library will get one of the four large pots but with the ongoing construction, its placement is yet to be decided.

At the start of 2017 City Hall switched telephone carriers from CenturyLink to Verizon. It has not worked well for the library. The fax machine rarely works so we are losing revenue. Then I reviewed the payables that the City pays, which includes all utilities. I do not see the bills unless I read the Council minutes that list the payables. Since switching to Verizon, the library phone bill has seen an increase of four to five times the amount of our CenturyLink bills. I have been assured by City Hall that they are trying to get the fax switched back but as for the status of our telephone service, I do not know where we stand. It is difficult to speak to a person at CenturyLink but I believe leaving Verizon for any other telephone service provider is necessary.

The City is planning for future capital improvements and I have a list of my suggestions for you to review. Additional suggestions are welcome.

A motion to approve the Director's Report was made by Galen Seipel, seconded by Charity Lubich, and carried.

Financial Report:

A motion to approve the presented paid bills for May 18, 2017 was made by Charity Lubich, seconded by Anne Kressly, and carried.

Amend By-Laws of the Prescott Public Library:

A motion was made by Anne Kressly to amend the Prescott Public Library By-Laws, Article IV, Section 2; the annual meeting will be conducted in May of each year. The motion was seconded by Susan Oney and carried.

Election of Officers:

Board members expressed interest in officer position.

A motion was made by Susan Oney, seconded by Anne Kressly, to nominate Charity Lubich for the President position.

A motion was made by Charity Lubich, seconded by Galen Seipel, to nominate Anne Kressly for the Vice President position.

A motion was made by Galen Seipel, seconded by Charity Lubich, to nominate Susan Oney for the Secretary position.

A motion was made by Anne Kressly, seconded by Galen Seipel, to nominate Kate Otto for the Treasurer position.

A motion was made by Colleen Harris, seconded by Galen Seipel, to nominate Susan Oney and Charity Lubich to the Personnel Committee.

A vote was called and there were no objections. All motions carried.

Library Director Job Description:

President Harris led a discussion of the Library Director job description. Changes were suggested and a final will be reviewed at the June meeting.

Board of Trustee Candidates:

Guest David Finley has expressed interest in being a member of the Board of Trustees.

A motion was made by Galen Seipel to accept the application of David Finley. The motion was seconded by Charity Lubich and carried.

Treasurer's Report:

Jane Enright reported that the Board of Trustee's account balance is \$7510.05.

Action items for May:

1. Technology Plan Review / Long Range Plan
2. Final review of the Library Director job description
3. General programming supplies review
4. Review major capital improvements

Adjourn: A motion to adjourn the meeting at 8:03pm was made by Galen Seipel; seconded by Anne Kressly.

Next Meeting: Thursday, June 15, 2017 6:30 p.m.

Respectfully Submitted,
Charity Lubich
Secretary

