

Black River Falls Public Library

Monthly Meeting of the Library Board November 26, 2013

Members present: Jay Eddy, Karen Thayer, Ray Ransom, Tracy Gilbertson, Carol Olson, Amanda Gunn and Nicole Schweitzer. Director Tammy Peasley was also in attendance. Absent were Shelly Severson and Rhoda Gulso.

President Ransom called meeting to order at 4:00 pm. Minutes of last month were approved on a motion by Amanda with second by Jay. Carried unanimously. August vouchers were approved on a motion by Karen with second by Amanda. Carried unanimously.

Tammy reported that the WW1 exhibit has been positively received by patrons. She sought advice from a patron who is a retired accountant & he suggested we buy Quicken for keeping the books.

A "Friends of the Library" group would be useful when there are items for sale because they are taxable. Right now art may be exhibited but no prices posted. The artists may leave their business cards out.

We discussed whether we want health insurance programs hosted at the library community room. They would not be giving a community service, but are for profit.

Tammy will look into charging to use the room. We will need a check-list so that the room is left clean. We also need to ask the fire chief to find the maximum number of occupants for the room. We also need to look at our insurance coverage.

There is a problem with the PerMar service. A technician is coming to look at it again. There is a switch that needs to be replaced at a cost of \$350. Tammy will see if we can add the PerMar line to our fax line to prevent unnecessary calls. A motion to buy the new switch was made by Jay & seconded by Tracy. Carried unanimously.

Jody's & Mary's reports are a part of the minutes for the month.

Revenue & expense discussion – we learned that the history room's loan for book publication may not have to be repaid. We looked at the break down of accounts. \$25,000 Curry Fund will be separated 12-15-13. In the 2013 budget there is just enough money left for the last payrolls and utilities. To balance the 2014 budget we need to find \$12,000. To do this, Tammy has eliminated the shelving employee and the cleaning service. Cleaning will be done by staff. Ray suggested that Tammy report the cleaning situation at the next Department Head meeting. Some expenses were moved from one area to another. Ancestry.com was removed. There was an increase from the city and a decrease from the county. 2% wage increases are proposed. A motion to approve the 2014 budget was made by Karen and seconded by Nicole. Carried unanimously.

We looked at a rough draft of the library reorganization. Tammy will ask at the high school to see if students there would do a blueprint.

We reviewed the new library policy regarding unattended children. A motion to approve was made by Jay & seconded by Carol. Carried unanimously.

Proposed holiday closing dates are Nov 28 & 29, Dec 24 & 25 & 31 & Jan 1. Motion to approve was made by Jay & seconded by Carol. Carried unanimously.

We will have no December meeting.

Tammy has authority to spend \$8000 that may be left over from the carried over funds from 2012. This motion was made by Jay & seconded by Amanda. Carried unanimously.

A motion was made by Jay & seconded by Carol to go into closed session in accordance with Wisconsin Statute s. 19.85 (1)(c). Carried unanimously.

A motion to return to open session was made by Nicole & seconded by Jay. Carried.

Motion to adjourn by Jay at 6:00. Second by Amanda and carried.

Tracy Gilbertson, Secretary