

**WOODSTOCK PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Thursday, May 5, 2016**  
**Minutes**

**CALL TO ORDER:**

President Mary Ann Lenzen called the regular meeting of the Woodstock Public Library Board of Trustees to order at 7:28 p.m.

**PRESENT:** Dan Lemanski, Robert Laurie, Betty Hopp, Gayle Hoch and Linda Warriner.

**ABSENT:** Leslie Schubert, Mary Ann Lenzen, Lori Nerland and Christy Johanson.

**OTHERS PRESENT:** Nick Weber, Library Director and Roscoe Stelford, City Manager

**MINUTES:**

Gayle Hoch made a motion to approve the minutes of the previous meeting as presented, Robert Laurie seconding. Motion carried unanimously.

**PUBLIC COMMENT:**

None

**LIBRARY EXPENDITURES:**

Robert Laurie moved to approve the May Warrant for both operating and building expenditures in the amount of \$114,197.94, Betty Hopp seconding. The motion carried unanimously.

**LIBRARIANS REPORT:**

Nick presented the statistical report, which included a cumulative year-end total as well as the month-to-month total. The board and Nick discussed the decrease in circulations and visits and possible ways to address both. Nick noted that the library had received a nice proclamation from the city council in honor of National Library Week. The all-staff meeting was successful and during the library's closed period that Friday, a number of I.T. issues were addressed and the library's ducts were cleaned. Nick also explained the Boopsie App that Woodstock will have by the end of June as part of a N.I.C. arrangement. The Boopsie App allows our catalog and web page to be much better utilized by smart devices and tablets.

**UNFINISHED BUSINESS:**

- **Air Duct Cleaning**—complete and they were very dirty. Staff is appreciative of the cleaner air.
- **Lighting**—Public Works will be installing new bulbs/fixtures in the old T12 fixtures in the upstairs and downstairs areas.
- **Parking lot**—Needs a few repairs.
- **I.T.**—Upgrades installed to the library's network. New computers will be rotated in as part of our 5-year replacement plan.
- **125<sup>th</sup> Anniversary**—the tile wall is coming together, with over 100 tiles now complete.
- **First New Card**—still waiting. New card issuance has been slow.

- **Books Sale**—went very well. The sale raised over \$1,000 and was primarily staffed by volunteers, so it impacted staff only minimally.
- **National Library Week**—also went well, with good attendance at the Book Hospital.

#### **NEW BUSINESS**

- **Fiction Shift**—staff has been weeding our fiction and after summer reading is complete, we will be integrating SF, Fantasy and Westerns into the general fiction collection, as well as adding shelving
- **Friday Hours**—The board would like to consider the possibilities more before making any decisions.

#### **EXECUTIVE SESSION: Director's Evaluation**

Betty Hopp made a motion to go into closed session at 8:29 p.m. for the purposes of discussing: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body. Linda Warriner seconded. Betty Hopp called the roll call vote:

Yes: Betty Hopp, Robert Laurie, Dan Lemanski, Linda Warriner, Gayle Hoch

No: None

Motion carried.

#### **RETURN TO OPEN SESSION:**

Robert Laurie made a motion to return to open session at 9:03 p.m., Dan Lemanski seconding. Motion carried unanimously.

#### **ADJOURNMENT**

Linda Warriner moved that the meeting be adjourned, Betty Hopp seconding. Motion carried unanimously. Meeting adjourned at 9:04 pm.

Respectfully submitted by Linda Warriner.

May 16, 2016