LA CROSSE COUNTY LIBRARY BOARD

February 6, 2013
Onalaska Public Library
741 Oak Avenue South
Onalaska, WI 54650
4:45 pm

MEMBERS PRESENT:  Mary Bach-Filla, Loren Caulum, Dan Ferries, Barbara Manthei, Glenn Seager

MEMBERS EXCUSED:  Fred Marini, George Varnum

MEMBERS ABSENT:  None

STAFF AND GUESTS:  Christine McArdle Rojo, La Crosse County Library Director

ROLL CALL/CALL TO ORDER:
President Loren Caulum called the meeting to order at 4:45 pm.

APPROVAL OF THE MEETING AGENDA:
MOTION by Ferries/Seager to approve the agenda as written.  Motion carried unanimously, Marini and Varnum excused.

PUBLIC COMMENT:  President Caulum thanked the Board for sharing in the news of his first grandchild and Dan Ferries shared that his grandson was born in the Twin Cities in January.

APPROVAL OF THE MINUTES:
MOTION by Manthei/Bach Filla to approve the January 2, 2013 minutes as written.  Motion carried unanimously, Marini and Varnum excused.

APPROVAL OF 2012 13th MONTH FINAL EXPENDITURES:
McArdle Rojo presented the transaction report for invoices to be paid from remaining 2012 funds.  Clarification was requested on Expense account 79002 Cash Over-Short.  McArdle Rojo explained that revenue taken in from each location is reconciled in Holmen and deposited to the County Treasurer on a regular basis.  Cash registers at each location are reconciled against the register tape and any cash overages and shortages are reported as a lump sum for each reconciled deposit to the Treasurer.  MOTION by Manthei/Ferries to approve the 2012 13th Month Final Expenditures.  Motion carried unanimously, Marini and Varnum excused.

2012 CARRY-OVER REQUESTS:
McArdle Rojo requested that unspent money from specific accounts be carried forward to 2013.  Requests included $2,088.78 from Minor Computer Hardware 63040 as 2012 work on the self-check machine in Onalaska remains incomplete; $2,041 from Collection Services 64131 as the Library automation software is still unable to resume automated work with the collection agency; $1,000 from Dupl/Printing 65080 to be used in 2013 to offset the cost of the One Click downloadable audiobook service renewal; $775 from WRLS Resource Grant 84047 to be used for re-certification related travel and training needs and $703.76 from Grant/Contribution 84050 to complete the purchasing of items from contributed funds from donors.  MOTION by Seager/Ferries to approve the 2012 carry-over requests as presented.  Motion carried unanimously, Marini and Varnum excused.

APPROVAL OF FEBRUARY 2013 EXPENDITURES:
McArdle Rojo presented a transaction report for the February 2013 invoices to date including the annual invoices from W.T. Cox who manage the majority of the Library’s subscription renewals.  MOTION by Manthei/Seager to approve the February 2013 expenses.  Motion carried unanimously, Marini and Varnum excused.
CITY OF ONALASKA MUNICIPAL AGREEMENT AMENDMENT:
McArdle Rojo presented minor amendments to the municipal contract with the City of Onalaska. Modifications address the changes with La Crosse County Information Technology now managing the software updates to the Mitel phone system owned by the City of Onalaska but operated on La Crosse County’s network at the Onalaska Public Library. The City of Onalaska has approved the changes and adopted the amended agreement. MOTION by Ferries/Seager to approve the amended agreement as presented. Motion carried unanimously, Marini and Varnum excused.

ACCEPTABLE USE OF THE INTERNET POLICY:
Based on the January discussion of the Library Board, McArdle Rojo made the requested changes to the existing Internet Use Policy that was last reviewed in October 2009. President Caulum included some additional changes that were agreeable to the Library Board. MOTION by Ferries/Manthei to approve the revised policy with the modifications as noted. Motion carried unanimously, Marini and Varnum excused.

ANNUAL REPORT:
McArdle Rojo shared a draft copy of the State Annual Report for La Crosse County Library. The document is complete with the exception of final unaudited numbers for 2012 expenditures. She has a year-end meeting scheduled with her Finance Team on Wednesday, February 13th and then should be able to complete the documents accurately. The State deadline is March 2nd which predates the next Library Board meeting. MOTION by Ferries/Seager to authorize President Caulum to sign the report once completed to pledge compliance with system membership requirements. Motion carried unanimously, Marini and Varnum excused.

MOTION by Ferries/Manthei to authorize President Caulum to sign the Statement Concerning Public Library System Effectiveness as presented. Motion carried unanimously, Marini and Varnum excused.

WRLS REPORT:
President Caulum reported the WRLS Board re-elected him Vice President and vacancies for La Crosse County still exist. System Director, Kristen Anderson received a glowing evaluation and members are pleased with her leadership overall. Discussions included home counties paying mileage costs for their representatives to attend WRLS Board meetings and video conferencing continues to be utilized by WRLS Staff to assist Board members and Library members in participating in Regional meetings.

FACILITY & COMMUNITY UPDATES:
A summary report was distributed and McArdle Rojo shared that Dan Ferries has agreed to renew his term on the Library Board.

FUTURE AGENDA ITEMS:
Code of Conduct Policy Review and inclusion of Conceal and Carry policies
Summer Reading Program Planning

ADJOURNMENT:
There being no further business, President Caulum declared the meeting adjourned at 5:48 pm.

Approved March 6, 2013, Chris McArdle Rojo, Recorder