LA CROSSE COUNTY LIBRARY BOARD

November 6, 2013
F.J. Robers Library - Campbell
2548 Lakeshore Drive
La Crosse, WI 54603
4:45 pm

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

MEMBERS EXCUSED: None

MEMBERS ABSENT: None

STAFF AND GUESTS: Kelly Krieg-Sigman, La Crosse Public Library Director, Christine McArdle Rojo, La Crosse County Library Director

ROLL CALL/CALL TO ORDER:
President Loren Caulum called the meeting to order at 4:46 pm.

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

PUBLIC COMMENT:
La Crosse Public Library Director Kelly Krieg-Sigman invited the Library Board to the Give-a-Gift event on Friday, November 8th. The event falls during Global Awareness Week and the La Crosse Sister Cities Organization will serve as coach check volunteers at the event and host a special display. The Stepping Stones Program of the Family and Children’s Center will be this year’s event partner with a special table of items available to donate to the Stepping Stones resource center.

APPROVAL OF THE MINUTES:
MOTION by Ferries/Bach-Filla to approve the October 2, 2013 minutes as written. Motion carried unanimously.

APPROVAL OF NOVEMBER 2013 EXPENDITURES:
McArdle Rojo presented the transaction report for the November 2013 invoices to date. MOTION by Manthei/Ferries to approve the November 2013 expenses as presented. Motion carried unanimously.

ACCOUNT ADJUSTMENTS:
McArdle Rojo distributed requests to adjust Revenue Account 53025 Designated Contributions and Expense Account 84050 Grant-Contributions with an increase of $3,632.15 due to recent contributions received for designated purposes including $2,940.71 from the Leave a Legacy event, $500 from Sophie Bell for Children’s military related items in Onalaska, $60.00 for Onalaska programming, $31.44 in memory of Barbara Williams for West Salem and $100.00 for children’s materials from Lynn Valiquette. MOTION by Manthei/Marini to approve the account adjustments as presented. Motion carried unanimously.

INNOVATIVE MIGRATION:
McArdle Rojo reviewed the expected timeline of the forthcoming software migration in WRLSWeb. Current plans target the last week of February as the migration time with Staff training to fall at the end of January. She expects to avoid any public closings during the process but will follow the lead of La Crosse Public Library if they determine it is in the best interest of the project to close during final migration days. Krieg-Sigman reiterated that this time everyone is much more confident with the project and with the Innovative product. She also reported that Lou Kalis, the new Network Administrator for La Crosse Public Library is already making significant changes to the network infrastructure to help manage the migration.

ENVISIONWARE TIMING SOFTWARE:
The current timing software utilized throughout the Region to manage public computer use is not compatible with the Innovative software. La Crosse Public Library is recommending that EnvisionWare software replace the existing set-up. Unfortunately pricing comes after the 2014 budget process but McArdle Rojo requested that due to a significant cost savings in the pricing to install a surveillance system in Onalaska, that the budgeted balance could be utilized towards the timing software replacement.
EnvisionWare also provides an opportunity to implement a print management system which would replace the current good faith method in place at our locations. Final pricing of the product would be upwards of $6000 but future annual ongoing costs would be similar to what is paid now for the current timing software. Final pricing will be dependent on how many WRLSWeb Libraries opt into the purchase.

**MOTION** by Manthei/Marini to approve up to $6,000 for the EnvisionWare licensing for timing software for public computers at the County Libraries and to investigate the addition of print management for Onalaska. The software would be paid from unspent money for the Onalaska surveillance system project. **Motion carried unanimously.**

**2014 TRAVEL AUTHORIZATION:**
McArdle Rojo requested approval to attend the 2014 Public Library Association bi-annual conference in Indianapolis in March. Conference attendance would serve as continuing education credits for State recertification. It is likely that travel costs would be reduced with transportation provided by Winding Rivers. **MOTION** by Manthei/Bach-Filla to approve the travel request with costs to be paid from account 84047 Winding Rivers Grant. **Motion carried unanimously.**

**2014 GOALS BRAINSTORM:**
McArdle Rojo provided a copy of the 2013 Goals and will provide a full status report on those goals at the December meeting. In preparation for the annual review process in January she asked for input on 2014 goals. Direction included strategic planning as well as marketing and re-branding plans to move beyond just books. Any further input is asked to be forwarded to her by email prior to the December Library Board meeting.

**FOOD FOR FINES:**
In light of the impending migration in 2014, McArdle Rojo suggested reviving a Food for Fines collection to help patrons clear up old fines. The collection has not been done for a few years and many patrons continue to carry small balances on their accounts that do not impede them from service but remain on their accounts. This would also provide those with higher balances to clear up their account and be able to once again utilize services. Manthei recommended that food items collected be kept local in each community. Rotary Light’s food is distributed to the organization that is volunteering at the collection area the particular night the food would be dropped off so it would not guarantee one of our service areas would benefit. Consensus was to host a Food for Fines from November 23rd to November 30th with a maximum 25 items for $25 in fees. The amnesty is applicable to overdue fees only and cannot be used for lost or damaged payments or for accounts already in collections.

**FACILITY & COMMUNITY UPDATES:**
McArdle Rojo reported that the WLA Task Force that she is serving on received word that Assembly Bill 288 would not be voted upon this legislative session but the task force continues to work to propose a compromise to the proposed legislation. Marini reported that the Friends of the Mindoro Library have taken a formal break from programming and continue to regroup anticipating a possible new location in the near future. Krieg-Sigman reported that although South Community Library will escape closure in 2014, there still remains a significant budget shortfall. 2/3 of the Library’s reserve fund will plug the whole in 2014 but the shortfall cannot be sustained into the future. To ease a small portion of the funding issue, both Branch locations will have 6 hours per week trimmed from service and to manage the impending retirement of the Branch Manager, staff from Main will help cover scheduling until a full reorganizational plan is in place. The Mayor has proposed a task force to create a recommendation for 2015 and Krieg-Sigman believes any decision must come from the community so has agreed only to serve in an advisory role on the task force.

**FUTURE AGENDA ITEMS:**
2013 Goal Status & 2014 Proposed Goals, 2014 Calendar and Bremer L3 Grant Update

**ADJOURNMENT:**
There being no further business, President Caulum declared the meeting adjourned at 6:12 pm.

Approved December 4, 2013, Chris McArdle Rojo, Recorder