LA CROSSE COUNTY LIBRARY BOARD

February 3, 2016
Onalaska Public Library
Operated by La Crosse County Library
741 Oak Ave South
Onalaska, WI 54650
3:30 pm

MEMBERS PRESENT:  Mary Bach-Filla, Steve Johnston, Barbara Manthei, Fred Marini, Glenn Seager
MEMBERS EXCUSED:  Dan Ferries, Loren Caulum
MEMBERS ABSENT:   None
STAFF:  Christine McArdle Rojo, La Crosse County Library Director
VISITORS:  None

ROLL CALL/CALL TO ORDER:
President Barbara Manthei called the meeting to order at 3:30 pm.

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

PUBLIC COMMENT:
None

APPROVAL OF PREVIOUS MEETING MINUTES:
MOTION by Johnston/Marini to approve the January 6, 2016 minutes as corrected with an adjournment time of 4:30, not 3:30 as written.  Motion carried unanimously.

APPROVAL OF 2nd 13th MONTH 2015 EXPENDITURES:
McArdle Rojo presented the report for items paid or prepared for payment from remaining 2015 dollars for invoices dated in 2015.  It is expected that this will be the last of the 2015 payments with no known outstanding invoices.  McArdle Rojo reminded Board members that retirements in 2015 resulted in payouts for vacation balances and the West Salem Branch Manager was moved to full-time when filled in February 2015.  Following a number of staffing changes to full-time positions, additional staff members elected to carry insurance plans resulting in 2015 salaries and benefits to substantially exceed 2015 budgeted numbers.  Budget shortages will be covered by the fund balance.  MOTION by Marini/Bach Filla to approve the 2015 2nd 13th Month expenditures as presented.  Motion carried unanimously.

APPROVAL OF FEBRUARY 2016 EXPENDITURES:
McArdle Rojo shared the report for items paid or prepared for payment to date.  She also distributed a billing statement from the County Information Technology Department for January 2016 services.  During the 2016 budget cycle it was determined that County IT costs for the Library would be shifted from the previously used indirect formula and moved to direct billing.  Board members agreed that this is a positive move to eliminate indirect costs and move towards direct service billing.  Everyone realizes that it will take some time to determine more true direct costs for the services received.  MOTION by Johnson/Seager to approve the February 2016 expenditures as presented.  Motion carried unanimously.

2015 ANNUAL REPORT:
In light of a February 22nd deadline to Winding Rivers for the 2015 annual report to the State Department of Instruction, Division of Libraries, McArdle Rojo asked the Library Board to review the compliance section of the report.  A completed report will be provided to the Board at that March meeting.  MOTION by Bach-Filla/Marini to complete the annual report to the Department of Public Instruction in compliance and to authorize President Manthei to sign the report when completed prior to the deadline.  Motion carried unanimously.
SELF-PUBLISHED MATERIALS POLICY:
In response to an increase in requests from authors to add their self-published materials to the library collection, County Library selectors have requested a formal policy to help support the current practices. McArdle Rojo shared a draft policy addressing the issue that will tie into the existing Gift Policy that was recently reviewed by the Library Board. Discussion included concerns that all items added to the collection should be properly vetted by professional library staff and led to Board members agreeing that the policy should be created as an addendum to the Collection Development policy which will be reviewed later this year once the Library’s mission statement has been revised. **MOTION** by Johnson/Seager to table the adoption of a formal policy until the Collection Development policy has been reviewed. **Motion carried unanimously.**

2015 ANNUAL AWARDS:
McArdle Rojo presented staff nominations for the annual awards presented by the Library Board. Board members agreed that the format used last year with a reception immediately following a library board meeting works best if the meeting agenda can be kept short. **MOTION** by Marini/Johnston to accept the nominations as presented and to host the 2015 award reception following the May 2016 Library Board meeting in West Salem. **Motion carried unanimously.**

2016 PUBLIC LIBRARY ASSOCIATION:
As a continuation of the original November discussion, Board members reviewed the applications from County library staff requesting travel to the national conference in Denver in April. **MOTION** by Marini to send two additional staff members to Denver. **Motion failed for a lack of a second.** **MOTION** by Marini/Johnson to send Sherri Sinniger to the conference and to adopt her application format for future training requests. Sinniger will be required to submit a conference report upon her return. **Motion carried unanimously.**

APRIL 2016 BOARD MEETING DATE:
McArdle Rojo requested that the previously scheduled April 6th Library Board meeting be rescheduled due to her absence at the Public Library Association’s conference in Denver. **MOTION** by Bach-Filla/Seager to move the April 2016 meeting to Wednesday, April 13th at 3:45pm. **Motion carried unanimously.**

FACILITY & COMMUNITY UPDATES:
A report was included in the packet. McArdle Rojo shared on behalf of Kelly Krieg-Sigman that the consultant that has been hired by La Crosse Public Library has begun the initial work on the Library’s strategic plan. McArdle Rojo also shared that County Board Chairwoman, Tara Johnson is making initial plans to create a blue ribbon committee to look at library services and the existing administrative structure of the libraries within La Crosse County. Marini inquired about the status of the annual evaluation process for the Library Director. President Manthei reported that she and Vice-President Bach-Filla are working with McArdle Rojo to revise the evaluation documents and they hope to have an initial draft to present to the Board at the March meeting. Marini shared that the previous revision was based upon Wisconsin Department of Instruction and American Library Association recommendations and suggested that those guidelines be reviewed again.

FUTURE AGENDA ITEMS:
Mission Statement Brainstorming
2017 Act 420 Revenue
Director’s Evaluation Forms

ADJOURNMENT:
There being no further business, President Manthei declared the meeting adjourned at 4:40 pm.

DISCLAIMER:
The above minutes may be approved, amended, or corrected at the next committee meeting.

Minutes by Chris McArdle Rojo, Recorder