

Winchester Public Library Trustee Meeting Minutes

September 27, 2018 4:00 PM

Winchester Community Room

Present: Dick Smith, Bob Bridges, Nancy Johnson, Ruthann Sather, Barb Engstrom, Betty Forster, Blaze Burton, Galen Brownwell

1. The meeting was called to order by Dick Smith at 4:00.
2. The agenda was amended to include a closed session to review the budget. Motion to approve was made by Bob, seconded by Ruthann. Motion carried.
3. August and Budget meeting minutes approval. Barb moved, Bob seconded and motion carried to approve.
4. Treasurer's Report:
 - a. Review or approve bills
 - i. Betty asked for approval of a Demco bill for book covers. Bob moved, Barb seconded to approve. Motion carried.
 - b. Discussed the bill paying process. The current process is the library board pays the bills and submits for reimbursement from the town. This was put in place a few years ago after occurrences of many duplicate payments. It was suggested that we review this process along with investigating how other libraries in the area handle their bill payments. Current process will remain in place until this occurs.
 - c. Checkbook and P&L status: no update
 - d. 2019 Budget: Bob moved, Ruthann seconded to go into closed session at 4:20 to review the budget. Motion carried. As it includes salaries, Betty and Blaze left the room during the discussion. At 4:35, Bob moved, Barb seconded to come out of closed session. Motion carried. The action from the closed session was to submit the budget to the town.
5. Director's Report and items:
 - a. Web Page Decision: Ruthann moved, Barb seconded to have Blaze do the web development to replace the current library website. Motion carried. He will use WIX as the platform.
 - b. Computer ordered: the circulation computer will be replaced. Does not include a monitor as the current one is sufficient.
 - c. Mileage to Marshfield: Betty submitted an expense for 302 miles to attend a librarian workshop.
 - d. UW Ext class in October: There will be a "taking care of you" health class at the Discovery Center for 4 Tuesdays starting 10/9.
 - e. Donations: received \$200 in donations. Thank yous have been sent.
 - f. Betty informed the board of the patron counts for July (644) and August (726). Summer hours are very well received. A question was posed as to how NWLS allocates funds to libraries. Betty will follow-up.

- g. Also discussed holiday hours for Thanksgiving weekend. Decided that the library will be closed on the Friday after Thanksgiving and open Saturday AM. Blaze will cover Saturday.
6. New board member: an interested party has come forward to be on the Library Board. Bob moved, Barb seconded to submit Ashley Davis to the town for approval. Motion carried.
7. Memorials: discussion around what to do with items that are now in storage that were previously donated "in memory of". It was agreed that the tags that were on the items will be kept and added to the memory wall to continue to show appreciation for these donations/memorials.
8. Letter from LD Engel was read. Was a thank you for the summer events.
9. Open flag: Bob moved, Ruthann seconded to have Betty purchase an Open flag for \$64 to display at the library entrance. Motion carried.
10. Correspondence or other items: none
11. October meeting date: no meeting in October. Will have 2 in November, 11/1 and 11/29 both at 4:00 in the Community room.
12. Bob moved, Barb seconded to adjourn the meeting 5:20. Motion carried.