

Winchester Public Library Trustee Meeting

January 24, 2019 4:00 PM

Winchester Community Room

Present: Dick Smith, Barb Engstrom, Ashley Davis, Betty Forster. On the phone: Nancy Johnson, Ruthann Sather. Absent with notice: Galen Brownwell

1. Dick called the meeting to order at 4:00.
2. Barb moved, Ruthann seconded to approve the agenda. Motion carried.
3. Ruthann moved, Barb seconded to approve the December meeting minutes. Motion carried.
4. Ashley Davis was welcomed by the board as the new trustee.
5. Treasurer/Financial Secretary position discussion/approval. Confirmed that Nancy will be the Treasurer/Financial Secretary working with Betty on the bills paid by the town.
 - a. Discuss and approve bill payment process with town: Betty will compile a list each month of all the bills that need to be approved by the board. This list will be presented at each meeting, approved and forwarded to the town for payment.
 - b. Discuss and approve process for library debit card purchases that require town reimbursement: Betty will compile a separate list of all debit card purchases which will be approved at each board meeting. This list will also be given to the town and a check will be sent back to the library for deposit.
 - c. Discuss and approve bill payment process for February and March when there are no board meetings: there will be a meeting in February as noted below. This item will be discussed at that meeting.
6. President and Trustee Funds account management approval: It was agreed that Dick will maintain responsibility for the Trustee funds account and present a report at each meeting.
7. Review and approve bills: the following bills were approved for payment:
 - a. Baker and Taylor \$92.95 of \$237.13
 - b. Amazon \$70.36 (books) (on Debit) \$209.21 DVD's (on Debit)
 - c. Wisconsin Historical Society \$36.87 (on Debit)
 - d. E.O.Johnson \$190.00
 - e. Web Site Development and yearly maintenance: \$1136.00
8. Director's Report and items:
 - a. Tech ninjas has been put on hold due to change in personnel conducting the sessions.
 - b. Summer adult programs are planned with more to come. Blaze will again run the children's programs.
 - c. Betty discussed her desire to purchase an Automatic door counter and a Pull down screen for programs in the community room. It was agreed she should investigate and let the board know the costs.
9. Correspondence or other items:
 - a. Dick is still gathering information on investing some of the Trustee funds.

- b. Dick also suggested that we consider some type of unique merchandise to heighten awareness of the library. Items such as t-shirts, tote bags were discussed. No decision was made.
10. Next meeting date is February 28 at 4:00.
 11. Barb moved, Ruthann seconded to adjourn the meeting at 4:35. Motion carried.