

Winchester Public Library Trustee Meeting

February 28, 2019 4:00 PM

Winchester Community Room

Present: Dick Smith, Nancy Johnson, Ruthann Sather, Barb Engstrom, Ashley Davis, Betty Forster, Galen Brownell (arrived at 4:30).

1. Dick called the meeting to order at 4:00.
2. The topic of the annual report was added to the agenda. Barb moved, Ruthann seconded to approve. Motion carried.
3. A change was made to the January meeting minutes under the Directors Report, item b. The words Lunch & Learn and June and July were removed and replaced with Summer Adult programs planned with more to come. Ruthann moved, Barb seconded to approve the minutes with the changes. Motion carried.
4. Financial Report:
 - a. Dick reported on the trustee checkbook activity:
 - i. Starting balance \$36,866.81. Total credits, \$2,836.12. Total debits, \$413.70. Ending balance: \$39,289.23.
 - b. Review and approve bills to be sent to town for posting:
 - i. Books: \$195.38
 - ii. EO Johnson: \$135.13
 - iii. Demco: \$79.70
 - iv. DVDs on library credit card: \$164.31 (which will be reimbursed by town)
 - v. Northern Waters: \$4,046.85 (internet, Merlin, WISCAT, WISNET)

Barb moved, Ruthann seconded to approve trustee checking account report and payment of bills. Motion carried.

5. Director's Report and items:
 - a. Door counter - Board authorized \$99 to purchase.
 - b. Payment to assistant when closed - item on hold.
 - c. Device to measure Electric house use - this is a device that people can take home to help measure their electricity usage. It was decided that Manitowish Waters already has one and patrons will be directed there.
 - d. Pull down screen for community room. Betty has talked to Rayala about purchase and installation. Betty will bring up at the town meeting to see if they are interested in getting this done and funding it.
 - e. Annual report (agenda addition): Betty shared library statistics and information that she had presented to the town.
 - i. Digital book usage has increased significantly
 - ii. 2018 program offerings and attendance increased: childrens up 50%, adults up 25%
 - iii. Book usage/checkouts remain steady compared to previous yearsOverall, the library continues to be an important asset to the community.

6. Information on T-shirts and/or totes: Discussed these as publicity items for the library. Suggested a working committee to bring forward ideas for the designs. Will meet on 3/7 at 1:00 for those who can make it.
7. Proposal to buy new Smart TV for Community Room: Nancy brought up the idea for the library to fund a Smart TV for the Community Room. She was given the go ahead to draft a proposal.
8. Correspondence or other items:
 - a. Library events on the new sign at Town Hall: Betty will bring up this possibility to the town board at the next meeting.
 - b. Galen mentioned that he is looking into the replacement of the library debit card with one from the town which would eliminate the need to have monthly town credits back to the library.
 - c. Discussed board meeting timing in relation to town meetings. Barb moved, Nancy seconded to move the meetings back to the 3rd Thursday of the month. Motion carried.
9. No meeting in March or April due as many board members are out of town. Next meeting date is May 16, 4:00.
10. Barb moved, Ruthann seconded to adjourn the meeting at 5:50. Motion carried.