

Winchester Public Library Trustee Meeting

May 16, 2019 4:00 PM

Winchester Community Room

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

1. Dick called the meeting to order at 4:00.
2. Barb moved, Ashley seconded to approve the agenda. Motion carried.
3. Barb moved, Ashley seconded to approve the February meeting minutes. Motion carried.
4. Financial Report:
  - a. The following bills were reviewed:
    - i. Baker & Taylor \$163.51
    - ii. Amazon debit card charges: books \$34.48, DVD's \$89.25
    - iii. Door counter \$130.91 (to replace previously ordered one that does not work well)

Barb moved, Nancy seconded to approve Baker & Taylor and Amazon bills. Motion carried. Barb moved, Ashley seconded to approve door counter bill with the understanding that attempts would be made to return the first one for \$90 refund. Motion carried.
  - b. Audit of town bill paying: Betty reported that the bill paying process is still being worked out.
  - c. No report on Trustee balance or library GL.
5. Director's Report and items:
  - a. Door counter: first one purchased did not work as planned. A replacement was ordered as noted above.
  - b. Screen bid: having a difficult time receiving the bid for the purchase. Will continue to work with contractor.
  - c. Summer programs: all are scheduled and costs are exceeding the planned budget for these. Betty will compile the total costs and bring back to next meeting to discuss next steps for any budget adjustment.
  - d. June 20 Lunch & Learn: ABC's of Medicare. Betty also noted that PI, Manitowish Waters and Winchester libraries are working together more to schedule and promote programs. This has resulted in greater variety, better scheduling and increased attendance of the programs.
  - e. WLA Membership: Betty inquired about whether Winchester should join the Wisconsin Libraries Association. She will investigate further about the benefits of joining and report back.
  - f. Centurylink contract: Centurylink contacted the library to inform that this contract is expiring soon. This was passed onto the town as they are the owner of the contract.

- g. New TV placement: the TV has not been purchased yet but will be placed on the East wall of the community room after the history display has been moved.
- 6. Information on T-shirts and/or totes: this was tabled and left for discussion at the committee meeting.
- 7. Update Trustee terms: Current terms are:
  - a. Dick Smith January 2017-December 2019
  - b. Nancy Johnson January 2017-December 2019
  - c. Barb Engstrom January 2018-December 2020
  - d. Ruthann Sather January 2016-December 2018
  - e. Ashley Davis January 2019-December 2021
- 8. Correspondence or other items: none
- 9. Next meeting date is June 20, 4:00 in the Community room.
- 10. Barb moved, Ashley seconded to adjourn the meeting at 4:56. Motion carried.