

**WAUPACA AREA PUBLIC LIBRARY**  
**107 South Main Street**  
**Waupaca, WI 54981**

Library Board Meeting  
March 9, 2004

Present: Richard Dance, Taylor Miskinis, Julie Eiden, Robert Nelson, Maureen Parent  
Paul Hagen

Absent: Brenda Williams

Also Present: Jerry Brown, Ruth Hoppe, Sue Abrahamson – Arrived at 6:55PM,  
Dave DeBolt – Left at 6:50PM

- I. Call to Order  
Meeting Called to order at 6:30PM by President Richard Dance
- II. Roll Call
- III. Welcome new Board Member Robert Nelson
- IV. Approval of Agenda
  - 1) Eiden
  - 2) MiskinisUnanimously Approved
- V. Report from Dave DeBolt  
Dave passed out minutes from the March 4, 2004 Exhibit Room  
Committee meeting.
- VI. Secretary's Report
  - a. Approval of minutes from February 10 & 16, 2004
    - 1) Eiden
    - 2) HagenUnanimously Approved
- VII. Treasurer's Report
  - a. Approval of monthly bills \$12,319.80
    - 1) Eiden
    - 2) ParentUnanimously Approved
  - b. Full time Salaries, Wages & Overtime \$16,190.12
  - c. Part time wages \$9,338.31
    - 1) Hagen
    - 2) MiskinisUnanimously Approved
  - d. Fine income report  
No Discussion

VIII Circulation Chart

Jerry will correct year to date totals.

IX. Library Visits Chart

No Discussion

X. Department Reports

a. Director's Report

Jerry is trying a thirty day free trial of an accounting software, but it does not do what he needs it to do. Discussion of teenagers loitering in the lobby. The City has a loitering policy, and will post "No Loitering" signs.

b. Adult Department Report

No Discussion

c. Youth Department Report

Sue reported on getting a \$500 grant from Farm Technology Days for the Hoe-down planned to end the Summer Reading Program. It is less than they asked for, but they will figure out a way to get by. A new page has been hired, Cassie Banaszuk.

d. Reference Department Report

No Discussion

e. Reference Chart

No Discussion

f. Young Adult Report

No Discussion

g. Interlibrary Loan Chart

No Discussion

XI. Library Subcommittee's

a. Library Personnel Committee

Meeting will be scheduled

b. Library Policy Committee

Meeting is scheduled for April 6, 2004 @ 4:00pm

c. Library Planning Committee

No Meeting

d. Library Finance Committee

No Meeting

e. Library Ad Hoc Committee

Meeting is scheduled for April 5, 2004 @ 1:00pm

XII. Old Business

a. Review library internet use

b. Review and approve the Library System Contract

After discussion of the length of the contract a motion was made to approve the new contract.

1) Eiden

2) Miskinis

Unanimously Approved

XIII. New Business

- a. Review and approve library policy on compensatory time.

Jerry Brown Stated that Henry Veleker had suggested this policy be accepted and passed on to the City Personnel Committee for their consideration. The library Board felt that since their directive was to save money, that this policy be approved and instituted. It would save several thousand dollars per year.

Motion made to approve policy

1) Eiden

2) Hagen

Unanimously Approved

- b. Review and approve Library Policy on volunteers

Discussion tabled until next meeting.

- c. Review and approve library policy for community service workers

Discussion tabled until next meeting.

- d. Discuss being closed on the Saturday before Easter (We are closed on Friday afternoon and Sunday)

Motion to be closed on Easter Saturday

1) Miskinis

2) Parent

Unanimously Approved

- e. Discuss changing Saturday and Sunday hours at the same time

October – April

Discussion tabled until next meeting

- f. Jerry will review with the Board discussions by the City Personnel Committee on increasing the salary range for the library director

Jerry's salary is approximately \$2/hour below the minimum range from the wage survey.

A motion was made by the Library Board to approve Jerry's raise to the minimum range and to formally request the funding be transferred to the Library's budget.

1) Hagen

2) Parent

Unanimously Approved

- g. Timetable for the expansion of the Youth and YA Departments

Discussion tabled until next meeting

XIV. Announcements and Correspondence

- a. OWLS meeting minutes

No Discussion

- b. Excerpt from City Annual Report

No Discussion

- c. Thank You from Hannah Goldman

No Discussion

XV. Motion for adjournment @8:05pm

1) Miskinis

2) Eiden

The next meeting of the Waupaca Area Public Libray Board will be April 13, 2004 @ 6:30PM