

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

Library Board Meeting  
May 11, 2004

Present: Richard Dance, Julie Eiden, Taylor Miskinis, Robert Nelson, Maureen Parent,  
Brenda Williams, Michael Halpin arrived @ 7:25 due to City of Waupaca meeting

Also Present: Jerry Brown, Peg Burington, Sue Abrahamson, Ruth Hoppe  
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. Approval of Agenda
  - 1) Eiden 2) MiskinisUnanimously Approved
- IV. Report from Dave DeBolt  
No Discussion
- V. Secretary's Report
  - a. Approval of minutes from April 13, 2004
    - 1) Eiden 2) NelsonUnanimously Approved
- VI. Treasurer's Report
  - a. Approval of monthly bills \$10,097.64
    - 1) Eiden 2) WilliamsUnanimously Approved
  - b. Full time Salaries, Wages & Overtime \$14,519.46
  - c. Part time wages \$9,494.69
    - 1) Miskinis 2) EidenUnanimously Approved
  - d. Fine income report  
Approximately \$700 in fines were waived and 800 food items collected during National Library Week Food for Fines.
- VII. Circulation Chart  
No Discussion
- VIII. Library Visits Chart  
No Discussion

- IX. Department Reports
  - a. Director's Report
    - Eileen Might, our Senior Experience Works employee, will be staying. She will reduce her hours from 21 to 15 per week.
  - b. Adult Department Report
    - No Discussion
  - c. Youth Department Report
    - Sue Abrahamson has secured use of a 30'x70' tent from the Knights of Columbus for the hoedown to end the Summer Reading Program.
  - d. Reference Department Report
    - No Discussion
  - e. Reference Chart
    - No Discussion
  - f. Young Adult Report
    - No Discussion
  - i. S.L.A.G. Meeting minutes
    - SLAG will hold a car wash in the Library/City Hall parking lot on May 15th, with the rain date being May 22nd.
  - g. Interlibrary Loan Chart
    - No Discussion
- X. Library Subcommittee's
  - a. Library Personnel Committee
    - Minutes from May 6, 2004 meeting
      - A correction to the minutes to read the meeting was called to order at 11:45am. Motion made by Brenda Williams and seconded by Taylor Miskinis to accept the evaluations of Kathy Leitch, Donna Hansen, Marcia Gutt and Judith Paul. Meeting date scheduled for June 3, 2004 @ 12:00.
  - b. Library Policy Committee
    - No Discussion
  - c. Library Planning Committee
    - No Meeting
  - d. Library Finance Committee
    - No Meeting
  - e. Library Ad Hoc Committee
    - Discussion on upcoming meeting about county library funding with Waupaca County Library personnel. Meeting is tentatively scheduled for June 7, 2004 @ 6:30 in Manawa. Julie Eiden has been named spokesperson for the meeting. Rick Krumweide will attend to explain how the funding amount is arrived at.
- XI. Old Business
  - a. Review library internet use
    - No Discussion
  - b. Status of Compensatory Time Policy
    - The policy has been approved by the City of Waupaca

XII. New Business

- a. Review and approve library policy on materials selection
- b. Review and approve library policy on gifts and bequests
- c. Review and approve library policy on confidentiality of patron records
- d. Review and approve library policy on public relations

1) Eiden 2) Miskinis

Unanimously Approved to read Revised May 11, 2004

- e. Discuss evaluation process for the director

No Discussion

- f. Discuss evaluation Exhibit Room Coordinator

Peg Burington and Jerry Brown will reference the coordinator job description and consult with the Waupaca Library Foundation in creating an evaluation for the Exhibit Room Coordinator.

- g. Review City Code of Ethics

All Library Board members have received, read & understand the City of Waupaca Code of Ethics

- h. Election of Officers

President

Nominations: Julie Eiden

1) Miskinis 2) Dance

Roll Call 6 Aye 0 Nay

Vice President

Nominations: Robert Nelson

1) Parent 2) Miskinis

Roll Call 6 Aye 0 Nay

Treasurer

Nominations: Brenda Williams

1) Parent 2) Miskinis

Roll Call 6 Aye 0 Nay

Secretary

In lieu of a secretary a motion has been made that a library staff person act as secretary.

1) Dance 2) Williams

XIII. Announcements and Correspondence

- a. OWLS meeting minutes

No Discussion

- b. Library service costs for Waupaca County Jurisdictions

No Discussion

- c. Information on new Parental Access to Library Records Law

No Discussion

- d. Information on tax deductions to government units

No Discussion

XIV. Motion to adjourn

Meeting adjourned @ 8:30pm

1) Dance 2) Miskinis

The next meeting of the Waupaca Area Public Library Board will be June 8, 2004 @ 6:30PM