

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

Library Board Meeting  
February 14, 2006

Present: Sheri Camann, Richard Dance, Julie Eiden, Mike Halpin, Molly Muenster-left @ 7:25PM, Robert Nelson, John Penney-left @ 7:25PM

Absent: Gerald Murphy

Also Present: Jerry Brown, Peg Burington, Sue Abrahamson, Ruth Hoppe, Dave DeBolt  
Matt Calvert & Julie Petrokubi – UW Madison Extension

- 1) Call to Order  
Meeting Called to order at 6:00 PM by Library Board President Julie Eiden
- 2) Roll Call
- 3) Approval of Agenda
  - 1) R. Nelson
  - 2) R. DanceUnanimously Approved
- 4) Open Meeting statement read by Julie Eiden
- 5) Report from Dave DeBolt
  - a. Request from Dave DeBolt that the Young Adult Area be closed so the exhibit space may be used to hang items for Youth Are Month beginning in March.  
No action taken by board.
- 6) Approval of minutes from January 10, 2006
  - 1) J. Penney
  - 2) M. MuensterUnanimously Approved
- 7) Treasurer's Report
- 8) Approve monthly bills \$25,241.31  
Approved with the corrected amount \$24,408.18
  - 1) S. Camann
  - 2) M. MuensterUnanimously Approved
- 9) All personnel costs including fringe benefits \$32,365.08
  - 1) R. Dance
  - 2) M. HalpinUnanimously Approved
- 10) Fine income report  
No Discussion
- 11) Circulation Chart
  - a. Geographic Chart  
No Discussion
- 12) Library Visits Chart  
No Discussion
- 13) Department Reports
  - a. Director's Report  
No Discussion
  - b. Adult Department Report  
No Discussion
  - c. Youth Department Report

- Sue informed the board of a future OWLS session on Poverty Training.
- d. Reference Department Report
    - No Discussion
  - e. Reference Chart
    - No Discussion
  - f. Young Adult Report
    - No Discussion
    - i. SLAG Report
      - No Discussion
  - g. Interlibrary Loan Chart
    - No Discussion
- 14) Annual charts for visits, interloan, reference, circulation and geographic circulation.  
No Discussion
- 15) Library Subcommittee's
- a. Library Personnel Committee
    - No Discussion
  - b. Library Policy Committee
    - No Discussion
  - c. Library Planning Committee
    - No Discussion
  - d. Library Finance Committee
    - No Discussion
  - e. AD-HOC Expansion Committee
    - Minutes from January 19<sup>th</sup> and February 3<sup>rd</sup> meeting
    - Bid Opening Thursday Feb 23<sup>rd</sup> @2:30 PM
- 16) Old Business
- a. Review library Internet use
    - No Discussion
  - b. Waive requirement for Cathy Valentyne to have worked enough hours in 2005 to earn vacation in 2006
    - Motion to waive probationary period for Cathy Valentyne to enable her to receive vacation & benefits in 2006.
    - 1) M. Halpin            2) S. Camann
    - Unanimously Approved
- 17) New Business
- a. Review and approve Cell Phone Policy
  - b. Review and approve Adult and Youth public computer use policies
  - c. Review and approve changes to Personnel Policy concerning line of responsibility.
    - Motion to approve Cell Phone Policy, Adult and Youth public computer use policies and Personnel Policy with the following changes:
    - Line six of the Adult Department Word Processor policy to read 'Internet access is not allowed from word processing computers.'
    - Youth public computer policy to be titled "Youth Department Non-Internet Computer Use Guidelines."
    - 1) J. Penney            2) R. Nelson
    - Unanimously Approved
  - d. Change date of April Board meeting since both Jerry & Peg will be gone.
    - Date has been changed to Wednesday April 12<sup>th</sup> @6:00PM

18) Announcements and Correspondence

a. OWLS Meeting minutes

No Discussion

b. Distribute revised Library Policy Manuals

No Discussion

c. Resignation of Brenda Williams

Discussion of possible candidates to fill Brenda's position. Names will be given to Mayor Smith.

19) Motion for Adjournment @ 7:34PM

- 1) R. Nelson                      2) S. Camann

Special Library Board meeting February 27<sup>th</sup> @6:45PM for the purpose of accepting the bid on the Youth/Young Adult Expansion.

The next meeting of the Waupaca Area Public Library Board will be March 14, 2006 @ 6:00 PM