

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

Library Board Meeting  
July 10, 2007

Call to Order

Meeting Called to order at 6:30 PM by Library Board President Julie Eiden

1) Roll Call

Present: Connie Andraschko, Shari Camann, Julie Eiden, Gerald Murphy, Robert Nelson, Mary Trice, William Parker

Absent: Victoria (Tori) Block, Richard Dance, Molly Muenster

Also Present: Sue Abrahamson, Gerald Brown, Peg Burington, Ruth Hoppe

2) Approval of Agenda

1) G. Murphy                      2) S. Camann                      Unanimously Approved

3) Open Meeting statement read by Julie Eiden

4) Exhibit Room Information

Jerry Brown passed out the July 5, 2007 Exhibit Room meeting minutes and visits chart. The exhibit room committee made suggestions to update the Exhibit Room Policy and Mission Statement. It will now go to the policy committee. The exhibit room committee will start planning the 2008 exhibits.

5) Approval of minutes from Tuesday June 12, 2007

1) S. Camann                      2) M. Trice                      Unanimously Approved

6) Approval of monthly bills \$6,288.33 (donations of \$1,033.56 during June)

1) C. Andraschko                      2) S. Camann                      Unanimously Approved

7) All personnel costs including fringe benefits \$40,783.51

Approved with correction to amount

1) S. Camann                      2) M. Trice                      Unanimously Approved

8) Fine Income Report

Discussion of food for fines & late fee changes.

9) Circulation Chart

- a. Circulation Chart
  - b. Geographic Chart (to be distributed)
  - c. Monthly Circulation
- No Discussion

10) Interloan Chart

No Discussion

11) Library Visits Chart

No Discussion

12) Department Reports

a. Director's Report

No Discussion

b. Adult Department Report

Motion to approve use of \$1,440 from Capital Outlay to purchase a Digital Microform Reader/Printer/Viewer/ Scanner System.

- 1) R. Nelson                      2) M. Trice                      Unanimously Approved
- c. Reference Department Report
    - i. Reference Chart
      - No Discussion
    - ii. Volunteer Hours chart for adult department
      - June is the first month that the chart contains both Adult & Youth volunteers.
  - d. Youth Department Report
    - No Discussion
  - e. Young Adult Report
    - No Discussion
    - i. SLAG Minutes
      - No Discussion
- 13) Appoint new board members to sub committees  
 Connie Andraschko – Policy & Finance  
 William Parker – Personnel & Finance  
 Victoria Block – Planning & Policy
- 14) Library Subcommittees
- a. Library Finance Committee
    - Minutes from Thursday June 21, 2007 meeting.
      - i. Review of draft of 2008 budget.
        - Budget needs to be turned in to City Hall by July 22, 2007.
  - b. Library Personnel Committee
    - i. Minutes from Tuesday July 3, 2007 meeting
      - a. Discuss how to organize the search for a new director
        - Motion to approve Library Director job description with proposed changes.
        - 1) G. Murphy                      2) R. Nelson
    - ii. Oral report on meeting from Tuesday July 10, 2007
      - a. Review proposed items for Director search.
        - Motion to approve ad
          - 1) S. Camann                      2) M. Trice
        - Time Table
          - July 11, 2007 - Library director ad will be posted
          - August 17, 2007 - Begin review of applications
          - Early September - Interviews begin
      - Next meeting date July 26, 2007 @ 5:00 PM
  - c. Library Policy Committee
    - Next meeting date July 23, 2007 @ 1:00 PM
  - d. Library Planning Committee
    - No Discussion
- 15) Old Business
- a. Internet
    - No Discussion
  - b. Final numbers for OWLS 2008 from Rick Krumwiede
    - No Discussion
- 16) New Business
- a. Director's search & hiring committee (items to be distributed)
    - Discussion during Personnel committee items

b. Meeting room chairs to be cleaned @ \$1.00 per chair and charged to building maintenance.

No Discussion

17) Announcements and Correspondence

a. OWLS meeting minutes

No Discussion

18) Motion to adjourn @ 8:24 PM

1) W. Parker

2) R. Nelson

Unanimously Approved

The next meeting of the Waupaca Area Public Library Board will be August 14, 2007 @ 6:30 PM