

Butler Library Board Meeting

November 13, 2018

Time meeting was called to order – 6:00 pm

Members present – Jenni Thorpe (President), Jodi Kessel Szpiszar (Director), John Schauker, Roger Benjamin, Paul Kasdorf, Andrea Van Gompel and Charlene Benjamin.

Members absent – Tom Sardina-Excused

Persons desiring to be heard: None

Minutes read – Yes, Paul asked to amend the minutes for the October 9, 2018 meeting to read that the book drop will be installed on either the west or south wall in the old chamber office. John made a motion to approve the minutes with this amendment, this was seconded by Paul. All were in acceptance except for Roger and Andrea, who abstained.

Communications – Jodi informed the board that 2 individuals came into the library for help writing an obituary and the staff was able to help them. Patrons visited the library from Wauwatosa and complimented the library. Jenni informed the board that Carolyn will be out of the office for 6 weeks and the agenda and minutes should be sent to Kayla.

Finance report – The finances are in good shape. John made a motion to accept the October 2018 expenses of \$8,582.19, this was seconded by Paul. All were in acceptance.

Director's report – The library has many events coming up. Santa and Mrs. Claus will come on December 13th. There will also be picnic and movie events in November and December.

Old business –

- a. Building/ property updates-** The Chamber mailbox was taken down. The gutters were cleaned, and the board reviewed a quote from a landscaping company and will be reviewing more in the future.
- b. Book drop-update** –The book drop was installed and it is working.
- c. Book mobile – update-** Program in place. Will start in Butler Square. A new volunteer is needed to deliver the books.
- d. Open library position – update** – One position was filled and there is one open position remaining.
- e. Managed anti-virus for computers – update-** The current software doesn't catch viruses. Jodi will check if the Managed Antivirus software covers malware. Charlene made a motion to give Jodi authorization to purchase the software if malware is included. This was seconded by Andrea with all members in favor.
- f. Vision and planning – update from both director and board members -** The board discussed what they want for the library in future. Suggestions such as continued weeding of books, study areas and an improved teen section were discussed.

New business

- a. Staff/library hours policy-review, discussion with possible action–** The current process is to give patrons 10 and 5 minute warning prior to when the library will close.
- b. Wi-Fi-review, discussion with possible action** – People are using the library's Wi-Fi in the parking lot after the library is closed. Paul made a motion to turn off the Wi-Fi when we close each night, this was seconded by John. The library board was split on this decision. It will be discussed more at the meeting next month.
- c. 2019 Library Membership/CAFÉ agreement addendum – review, discussion and possible action** – The board reviewed and discussed the addendum. Charlene made a motion to accept the 2019 Library Membership/Café agreement addendum; this was seconded by Roger with a unanimous vote thereafter.

Next meeting – *Tuesday, December 11, 2018 @ 6:00pm *****

Motion to adjourn at 7:34 pm by Paul, seconded by Roger, with a unanimous vote thereafter.

Submitted by: Andrea Van Gompel