

Lester Public Library of Arpin Meeting Minutes

8091 County Road E, Arpin, WI 54410 May 6, 2019 at 7 p.m.

Called to Order by President Jill Richardson at 7:03 p.m.

Present: Jill Richardson, Katie Hartwig, Jonni-rae Grancorvitz, Rebecca Niese, Marci Spindler, Lesley Bauer & Karmen Bouma

Absent: Jamie Delikowski

Additional Attendees: Director Stacy Kundinger

Approve April 2019 minutes

Move to accept April minutes as presented.

Motion made by Katie Hartwig, Seconded by Jonni-rae Grancorvitz, Motion passed.

Approve April 2019 expenses

Move to accept April expenses as presented.

Motion made Katie Hartwig, Seconded by Lesley Bauer, Motion passed.

Approve April 2019 payroll

Move to accept April payroll as presented.

Motion made by Katie Hartwig, Seconded by Rebecca Niese, Motion passed.

Discuss/Approve Salaries and In House Promotion Policy (#13d.2)

Move to accept Salaries and In House Promotion Policy (#13d.2).

Motion made by Jonni-rae Grancorvitz, Seconded by Katie Hartwig, Motion passed.

Discuss/Approve Library Director Job Description (#13a)

Move to accept Library Director Job Description (#13a).

Motion made by Lesley Bauer, Seconded by Jonni-rae Grancorvitz, Motion passed.

Discuss/Approve Library Assistant Performance Appraisal and Development Review (#13b.1)

Move to accept Library Assistant Performance Appraisal and Development Review (#13b.1).

Motion made by Katie Hartwig, Seconded by Lesley Bauer, Motion passed.

Discuss/Approve Auto-pay of Amazon Credit Card

Move to approve auto-pay of Amazon Credit Card starting in June 2019.

Motion made by Katie Hartwig, Seconded by Lesley Bauer, Motion passed.

Library Director Report:

- Director Stacy Kundinger attended the Annual Town Board Meeting and a motion was passed to repair siding and parking lot at LPLA.
- Summer Learning Program: Four presentations have been booked.
- First Forestry & Tree Care Workshop went well and a new tree was planted on the south side of LPLA.
- Upcoming Events:
 - May 17th – Virtual Reality Kit will arrive. It will come again during the Summer Learning Program.
 - May 20th – Coffee and Garden Talk with the Master Gardeners
 - May 2st & 28th – Library Links Tech Talks – Educate patrons on how to access Library tools online
 - May 24th - VSA-Artists with Disabilities Display
- SCLS Representatives will be coming to the LPLA in May to help redesign the layout to reorganize, maximize space, and create a welcoming space for children.

Board Discussion:

- LPLA is running out of storage space so the Board will start looking into renting a storage unit. Karmen Bouma will bring price quotes to the June Meeting.
- Director Stacy Kunding will try to come to Auburndale School District's fall teacher in-service to present on all that LPLA can offer students and teachers. Jonni-rae Grancorvitz will help set up a time for the presentation.
- President Jill Richardson has redesigned the LPLA Policy Binder's Table of Contents to keep the Policies more organized.
- Policies up for Review in June:
 - Incident Report Form
 - Internet Use
 - Rules for Online Safety
 - Confidentiality of Patron Records
 - Materials Selection & Collection Development
 - Gift & Donations
 - Director Evaluation Form
 - Loan Policy

Old Business:

- President Richardson is still working on Bylaws update
- The VISA and Wal-Mart Card will be closed in June after all payments are switched over to the Amazon Card.
- Quotes are coming in for the updates in electrical wiring in LPLA. Mr. Draxler has fixed the current lights.
- Director Stacy Kunding is searching for suitable furniture to replace broken pieces.

Motion to adjourn by Katie Hartwig, Seconded by Marci Spindler at 7:42 p.m.

Next meeting will be held Monday, June 3rd at 7 p.m. Meetings are open to the public.