

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, January 19, 2015. Headquarters Library, Wausau Room.

Present: Gary Beastrom, Sandi Cihlar, Tim Gierl, Alison Morrow, Katie Rosenberg, Scott Winch, Ralph Illick

Excused:

Others: Leah Giordano, Thomas O'Neill, Becky Schemenauer, Heather Wilde, Marla Sepnafski, Kathleen Anderson, Nancy Frawley, Sharyn Heili, Elizabeth Scully

The meeting was called to order at 12:00 by Gary Beastrom.  
Gary Beastrom welcomed visitors to the meeting.

Recording Secretary, Heather Wilde recognizes the Nominating Committee.

The Nomination Committee gives the report regarding the candidates for both President and Vice President. The Nominating Committee talked to Scott Winch and he was willing to accept the nomination for President. There were two nominations for Vice President, Gary Beastrom and Alison Morrow are willing to be nominated for Vice President.

There are no other nominations, for President from "the floor".

**A motion was made by Alison Morrow to appoint Scott Winch as President as recommended by the Nominating Committee. Seconded by Katie Rosenberg. A Recorded Vote was taken with all yes votes from the 6 board members present. Motion carried.**

Board Member Rosenberg wanted to say thank you to Scott Winch for accepting the nomination for President. We appreciated Audrey Ascher's commitment to the Library Board during her time.

President Winch presided over the meeting.

A ballot vote was taken for the Vice President. The outcome of the ballot votes were 4-2 Alison Morrow for Vice President. Alison is the new Vice President.

Board Member Rosenberg wanted to say thank you to Gary Beastrom for being the Vice President for the last year.

**A motion was made by Gary Beastrom to approve the minutes from December 15, 2014 meeting. Seconded by Sandi Cihlar. Motion carried.**

**A motion was made by Katie Rosenberg to approve the Bills & Services report for December. Seconded by Tim Gierl. Motion carried.**

Public Comments – Kathleen Anderson wanted to discuss the Donation Policy. She also handed out a letter to the editor that she had written to the Daily Herald.

President – No ReportOther Board Members – No ReportDirector's Report – Presented in the Board packet and by Director Ralph Illick.

- Communicated with Andy Kurtz about their branch agreement, they had requested \$100 per month for miscellaneous maintenance fees. At the board's request I did forward the request for an itemized list. They would like to be on next month's agenda to speak to the board.
- Received the Branch Agreement back from Mosinee.
- We only have two left, Edgar and Marathon City. They are both requesting \$100 per month. We did help fund Edgar's digital sign recently for \$10,000.
- There was a discussion on proctoring policy and procedures.
- There was a discussion on the Branch Agreements.

Board Committees – Board Member Gierl mentioned that the President usually sits on each committee.

Friends of the Library – No ReportMCPL Foundation – No ReportWisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Marla Sepnafski handed out the 2015 Wild Wisconsin Winter Web Conference information.

MCPL Policy Reviews - Donation Policy

In 2012 we took a look at this policy. Support Services staff was concerned about the resources we were using to process donations. We did some assessing in Support Services and included members of Library Services, Circulation Services and Administration. If we receive a \$20.00 donation, how much money do we spend to get that book donation out on the floor to circulate. Sometimes the processing cost of the donations exceeds the donation itself. We didn't feel receiving smaller donations would be the best use of staff time.

There were further discussions on this issue by the board. It was decided that the donation policy will be added to February's agenda, a board committee maybe formed to work with the public. Director Illick will bring examples of what other libraries of similar size are doing.

Branches Security Audit

Director Illick handed out information from Per Mar, DNH and CCITC. The branch employees do not have any concerns about any dangerous situations where they are. They have expressed some real basic security issues.

There are a couple ways that we could go about doing this. We could go with the security firms and spend \$0-\$25,000 to install video monitoring equipment with the cost of \$22-\$35 per month to monitor the security systems. We also have the opportunity to install wireless panic buttons for employees which is probably the biggest priority.

We are already on a security system with CCITC, we could work with them but it would probably take a couple years to even get going on it. Tom O'Neill explained the cost savings

and the amount of time it would take if we went with CCITC. We have the ability to do the ground work in house, save the money and wait longer or go with a security firm and have it done sooner. The biggest concern is having staff feel safe at our branches.

The security analysis talk with the employees at each branch and they didn't have any strong feelings that they were vulnerable. We could go the route of installing panic buttons, possible cameras on the service desk to observe what happened if needed.

Lighting issues in parking lots could be fixed, branch staff need to make sure they always check their surroundings.

There were further discussions on this issue by the board. Moving forward the library could set aside funds and take this step by step over time. Director Illick will make an assessment of where the most immediate needs are needed.

#### Trustee Education

December's minutes only highlighted a suggested course for 2015. Director Illick will confirm when Attorney Corbett is available to talk about Robert's Rules.

Board Member Rosenberg will report on the Winter Web Conference "Library Metrics & Measurement" in February.

**A motion was made by Sandi Cihlar to accept the Trustee Education with some modifications as presented in December's minutes. Seconded by Alison Morrow. Motion carried.**

#### Public Library Space Needs Document and Potential Building Renovations

Director Illick handed out some brochures from architects for possibilities regarding the building renovations. When the architects get involved in something like this they sit down with staff, boards and public. We can do a Request for Proposal (RFP) or Request for Qualifications (RFQ), the best way to go would probably be an RFQ. No decisions have to be made right away, listen to what people want.

Board Member Cihlar mentioned that even though the library has a CIP budget, there is a new CIP policy for the County. It doesn't matter where the money comes from it has to have CIP approval when it involves a county building. They need to be aware of the process for transparency.

There were further discussions on this issue by the board. The board would like to have the companies separately come in and talk to the board about improvements to the library.

#### Announcements – None

#### Request for Future Agenda Items -

- Donation Policy
- Branch Security Audit
- Public Library Space Needs Document and Potential Building Renovations
- Touring Branch Libraries when meetings are held there

**A Motion was made by Sandi Cihlar to adjourn the meeting at 1:45. Seconded by Katie Rosenberg. Motion carried.**




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Library Director