

**GREENDALE PUBLIC LIBRARY
BOARD OF TRUSTEES**

MINUTES

December 20, 2017

President Lubing called the meeting of the Greendale Public Library Board of Trustees to order at 5:30 p.m.

Library Director Olguin stated that the Agenda for this meeting had been published in compliance with the Open Meetings Law.

Present: Lubing, Huberty, Amidzich, Kiltz, Busalacchi, Dombrowski

Excused: Jensen

Also Present: Deborah Olguin, Library Director

NOVEMBER 15, 2017 MINUTES

Trustee Amidzich moved, Trustee Kiltz seconded approval of the November 15, 2017 minutes.

Ayes: Lubing, Huberty, Amidzich, Kiltz, Busalacchi, Dombrowski

Noes: None.

November 2017 EXPENDITURES

Trustee Busalacchi moved, Trustee Huberty seconded approval of the expenditures for November in the amount of \$36,700.59

Ayes: Lubing, Huberty, Amidzich, Kiltz, Busalacchi, Dombrowski

Noes: None.

OLD BUSINESS

The edited "Levels of Engagement" resource that Trustee Kiltz shared with the board was discussed and finalized. The trustees agreed to use it as a tool for future meetings if needed. This resource has been used with Dr. Kiltz and the School Board and was edited by the Library Board for their purposes.

The Library Board Bylaws were discussed and edited. They have yet to be approved.

Director Olguin shared that the staff and Kim Whitmore would be meeting for two hours on Friday, December 22 to discuss a library SWOT, vision, values and a mission statement. Kim will join the staff and trustees on January 17th to share the results from the meeting.

NEW BUSINESS

APPROVAL OF 2018 LIBRARY CLOSINGS

Trustee Kiltz moved, Trustee Busalacchi seconded approval of recommended 2018 Library Closings as follows: January 1, 2018, Friday, February 23, 2018 4:00pm for Cheers to Education, March 30, 2018, March 31, 2018 Friday, May 25: Staff Work Day, May 26, 2018, May 28, 2018, July 4, 2018, September 1, 2018, September 3, 2018, Tuesday, November 6: Staff Development Day, November 22, 2018, November 23, 2018, December 24, 2018, December 25, 2018, December 31, 2018, January 1, 2019

Ayes: Lubing, Huberty, Amidzich, Kiltz, Busalacchi, Dombrowski
Noes: None.

Director Olguin shared a draft of a calendar of Library Board meetings and topics to be discussed at each. The trustees discussed the calendar and will use it as guide to help set agenda items acknowledging it may be updated during and/or after the strategic plan has been finalized and approved.

The Collection Development Policy discussion was tabled.

APPROVE EXPENDITURE OF PUMPKIN FUNDRAISER PROCEEDS

Trustee Kiltz moved, Trustee Busalacchi seconded approval of the proceeds to be used for the dimmers installed in the meeting room in the amount of approximately \$1250.00.

Ayes: Lubing, Huberty, Amidzich, Kiltz, Busalacchi, Dombrowski
Noes: None.

Director Olguin shared an example of a board self-assessment and resource from the American Library Association. Trustee Busalacchi and Trustee Kiltz will use these two resources to create a self-assessment for the Library Board.

Reports:

Director Olguin discussed the success of the Dickens event and feedback that was shared with staff. Patrons were happy that the number of people in the building was controlled. Several patrons expressed gratitude for such a fun, activity-filled, family event. Director Olguin expressed thanks to the Friends, the scouts and other volunteers who helped with the event. She also discussed that it was difficult to have such a large event and then get the library back into working condition to open at 8am the next day.

Trustee Huberty provided an update on the Friends stating that approximately 240 membership letters were stuffed and mailed to previous members for the annual membership campaign.

Adjournment at 6:30pm

Trustee Kiltz moved, Trustee Busalacchi seconded

Ayes: Lubing, Huberty, Amidzich, Kiltz, Busalacchi, Dombrowski
Noes: None.

Respectfully submitted,
Deborah Olguin
Library Director