

# Mayville Public Library Board Meeting Minutes

## November 10, 2011

The meeting was called to order at 6:00 PM by Board President H. Heinrich. Also present: B. Pagel, J. Schultz, G. Larson, B. Redeker, M. Schmidt, and Librarian Alixe Bielot. Absent: P. Antony. Also present: Mayor Jerry Moede, Alderman Dave Pasbrig. Mayor Moede and Alderman Pasbrig led a discussion before the regular meeting regarding the changes to be made to the Draft of the City Employee Handbook/Library Personnel Handbook. The adjustments to be made will bring all City Employees in line within one handbook. This subject was to be discussed under #9 A: Discuss Draft of City Employee Handbook/Library Personnel Handbook of the Revised Meeting Agenda. The Library Board decided to hold a Special Library Board Meeting on November 15, 2011 to review all materials and submit any changes the Board feels necessary. The Board then continued with the regular meeting.

**Minutes:** J. Schultz moved to approve the minutes of the October 13, 2011 meeting; second by G. Larson. Motion unanimously approved.

**Budget Report:** B. Pagel moved to approve the October 30, 2011 City Budget report; second by B. Redeker. Motion unanimously approved.

**Payment of Bills:** After review, the motion to approve payment of the October, 2011 bills was made by G. Larson; second by B. Pagel; motion unanimously approved with one exception: The eleven Postage items listed under General Fund 305 were questioned. Alixe will check with Kathie Wild regarding these charges. The totals are as follows: General Fund: \$1,545.50; Dodge County Library: \$636.19; Library Trust \$2,138.89; Total: \$4,320.58.

**Library Treasurer's Report:** B. Redeker moved to approve the October, 2011 Report as presented, second by J. Schultz; motion unanimously approved.

**Library Director's Report:** LIBRARY STATISTICS: Alixe presented the October, 2011 Library Statistical Report. MEETINGS/ACTIVITIES: Alixe attended the Director's Council on 10/13/11 at system headquarters, the Budget Meetings with City Officials on 10/4, 10/11, 10/18/2011, and on 10/13, 10/14. On 10/25/2011, Alixe proctored 3 exams. BUILDING: Nothing to report. AUTOMATION: On 11/9/11 The MWFLS Inventory workshop to be held here at the Library. STAFF/ACTIVITIES/OTHER: A special storytime was held in conjunction with the 4K program – Judy Farrow-Busack, a storyteller will give a performance on Wednesday, Nov. 30, at 6:30 PM.

**Unfinished Business:** (A) More discussion was held regarding the 2012 Budget figures and how the adjustments, etc., will affect the Library. (B) Alixe gave an update on the "Geek the Library" program. (C) It was noted that G. Larson and Alixe will give a presentation at the Rotary Club Meeting on 12/1/11.

**New Business:** (A) Discuss Draft of City Employee Handbook (see first paragraph above). (B) Discuss/Approve Holiday Closings. Motion by G. Larson, second by M. Schmidt to approve the following holiday hours: Closing Hours: December 23, 24, 25, and 26 and December 30, 31, and January 1, 2. Motion unanimously approved. (C) Discuss Amendment of the City Ordinance No. 1044-2011 regarding appointment of Librarian. This item was post-poned until the final draft of the handbook is presented to the Library Board. (D) Convene in Closed Session to discuss salaries. Motion by G. Larson, second by B. Redeker to post-pone this item until the next monthly meeting. Motion unanimously approved.

The next regular meeting will be on December 8, 2011, at 6:00 PM. Motion to adjourn by G. Larson; second by B. Redeker; motion approved with adjournment at 7:40 PM. As mentioned above, a special board meeting will be held on Tuesday 11/15/11 at 6:00 PM.

Barb Pagel  
Secretary