

**GREENDALE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**MINUTES**

**DATE: December 11, 2013**

Present: Cooley, Hegge, Jensen, Lubing, Mares.  
Also Present: Gary Warren Niebuhr, Library Director  
Kim Amidzich, Director of Instruction, Greendale School District

President Mares called the meeting of the Greendale Public Library Board of Trustees to order at 5:05 p.m. in the Community Meeting Room of the Community Learning Center.

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

**MINUTES**

Trustee Cooley moved, Trustee Lubing seconded approval of the minutes for October 9, 2013.

Ayes: Cooley, Hegge, Jensen, Lubing, Mares.  
Noes: None.

Trustee Cooley moved, Trustee Lubing seconded approval of the minutes for November 13, 2013.

Ayes: Cooley, Hegge, Jensen, Lubing, Mares.  
Noes: None.

**VOUCHERS**

Trustee Lubing moved, Trustee Hegge seconded approval of the vouchers for November, 2013, in the amount of \$8,849.63.

Ayes: Cooley, Hegge, Jensen, Lubing, Mares.  
Noes: None.

**REVENUES**

The revenues were noted. The Director discussed the role that revenues will play in the 2014 budget.

**CLERK TREASURER'S REPORT**

The Clerk Treasurer's Report was noted.

**CITIZEN'S COMMENTS**

None.

**UNFINISHED BUSINESS**

The Director updated the Board on developments in the CLC. The RFID project is winding down with the last purchase of RFID tags. Training is planned for the digital assistance, the command center technology. A software upgrade is needed so that our 3M system can read the tags on Shorewood items which are from a foreign firm.

A discussion was held on the Parking Street entrance to the CLC including needed lighting and signage.

The Director informed the Board that the electrician had completed the installation of the outlets for electronic device users under the east window bay. The electrician is about to start the wiring project for the carrel in the computer area.

The Planned Use for Unrestricted Funds report was reviewed by the Board.

The Director reviewed the changes in the budget procedure and structure reflecting the need to account for certain revenues in order to balance the budget in 2014.

Trustee Hegge moved, Trustee Lubing seconded, the 2014 budget as presented in the amount of \$531,264.

Ayes: Cooley, Hegge, Jensen, Lubing, Mares.

Noes: None.

The Director explained the upcoming upgrade to MCFLS services that includes installation of a new server in order to run the Sierra software. There will be no system services available on Monday, January 20, 2014 and Wednesday, April 2, 2014. While most of the MCFLS libraries will be closed that day, the CLC cannot be closed. The Director requested that the Library hours be matched to Park and Rec hours on those two days.

Trustee Cooley moved, Trustee Lubing seconded, a motion to adjust the Library hours to 8:00 a.m. to 4:30 p.m. on Monday, January 20, 2014 and Wednesday, April 2, 2014.

Ayes: Cooley, Hegge, Jensen, Lubing, Mares.

Noes: None.

At this point, the Director notified the Board that agenda item New Business, C, would be held over until all the information was in as to who to thank for the County contribution of \$100,000 for the Sierra upgrade.

#### NEW BUSINESS

The Director reported to the Board on the selection of Jenifer Linske (Children's Book Club Kits) and Theresa Rypel (Brown Bag Books) as the 2013 Foundation Staff Vision Grant winners. Each grant is for \$1,000 to complete the projects.

Trustee Lubing moved, Trustee Cooley seconded, a motion to approve the 2014 Holiday Schedule as presented.

Ayes: Cooley, Hegge, Jensen, Lubing, Mares.

Noes: None.

#### CORRESPONDENCE

None.

PRESIDENT'S REPORT

None.

DIRECTOR'S REPORT

As presented. The Director highlighted the results of the Foundation Artisan Raffle. The Director noted that circulation totals will now include the electronic use statistics as well as print resources.

GREENDALE PUBLIC LIBRARY FOUNDATION, INC., MONTHLY REPORT

None.

CALENDAR

None.

DISCUSSION

None.

ADJOURNMENT

The meeting adjourned at 6:02 p.m.

Respectfully submitted,  
Gary Warren Niebuhr  
Library Director

Jan. 8: Library Director Review & Review of Library Board Policies; Feb. 12: Open; March 12: Annual Report; April 9: Open; May 14: Open; June 11: General Budget Review & Director Mid-Year Review & Elections; July 9: Open; Aug. 13: Third Budget Review; Sept. 10: Third Quarter Review of the Library Director; Budget to Village Manager; Oct. 8: Budget to Village Board; Nov. 12: Joint Meeting with Foundation Board officers; Dec. 10: Review of Library Plan;