IN ACCORDANCE with the provisions of Chapter 19, Subchapter IV of the Statutes of the State of Wisconsin, notice is hereby given that a public meeting of the:

CHIPPEWA FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 2012

August 15th, 2012, 5:15 P.M.
Chippewa Falls Public Library
Downstairs Meeting Room

AGENDA:

1. Call to order
2. Roll Call of members
3. Approval of agenda
4. Disposition of the minutes of the regular meeting of July 11, 2012- enclosure
5. Disposition of the vouchers to be paid from the 2012 budget after August 23, 2012
6. Public appearances by citizens
7. Correspondence -
8. Management report--Enclosure
9. Committee reports—None
10. Closed Session under WI Statutes 9.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." To: **Discuss Director's Position Contract.** Will return to open session.
11. Current Business
    a) Handbook Update
    b) Update on art exhibit
    c) Food for Fines
    d) Policy manual update and policies for approval
        i. Credit Card policy
        ii. Equipment policy
        iii. Kindle Circulation Policy update
12. Additional cameras
13. Carpet
14. Shredding service
15. Posting meeting agendas to website
16. Saturday hours proposal
17. Announcements
18. Items for future consideration
    a) Strategic year plan
    b) General Library policy manual
19. Adjournment

CERTIFICATION OF OFFICIAL NEWSPAPER

I hereby certify that a copy of this notice has been posted on the City Hall bulletin board and a copy has been given to the Chippewa Herald on __8/14/2012___ at ___10:30 AM__ by _____AJZ_____.

Minutes of the
Meeting of the Chippewa Falls Public Library Board of Trustees
August 15, 2012

1. **Call to Order**
Meeting was called to order by President Stacey Miller at 5:15 PM.

2. **Roll Call of Members**
Members Present: Adams; Hicks; Hoekstra; Miller; Nebelsiek; Peterson; Russell

Others Present: Director Virginia Roberts; Confidential Administrative Assistant Amanda Zuege

3. **Approval of Agenda**
Motion by Hoekstra, seconded by Peterson to approve agenda. All present voting Aye. Motion carried.

4. **Disposition of Minutes of Regular Meeting of July 11, 2012 Board Meeting**
Motion by Peterson, seconded by Russell to approve the minutes of the regular meeting of the library board held July 11 2012. All present voting Aye. Motion carried.

5. **Disposition of the Vouchers to be Paid from the 2012 Budget on August 23, 2012**
Motion by Nebelsiek, seconded by Peterson to approve payment of August vouchers from the 2012 budget. All present voting Aye. Motion carried.

6. **Public Appearances**
None

7. **Correspondence**
None

8. **Management Report**

The report was reviewed.

Motion by Adams, seconded by Russell to move $1,000.00 in the budget from the Postage account 10.55110.5311 to Professional Services account 10.55110.5219. All present voting Aye. Motion carried. Motion from Adams, seconded by Russell for Virginia to attend the Leadership Chippewa Falls meeting and the Wisconsin Library Association Conference.

9. **Committee Reports**
None

10. **Current Business**
Closed Session under WI Statutes 9.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." To: **Discuss Director's Position Contract.** Will return to open session. Seconded by Miller. All present voting aye by both voice and roll call.

Agenda item at hand discussed.

11. **Open Session**
Motion by Hicks to go back into open session, seconded by Russell. All present voting aye by both voice and roll call.

Motion by Russell to give Virginia Woods Roberts one week of vacation time the first year ending 2012 and two weeks of vacation in the year of 2013.

12. Committee assignments

a) Handbook Update

The handbook will be e-mailed to the board members. This will be given to the city attorney first and then to the city.

b) Update on art exhibit

The library is for non-profit organizations rather than for-profit organizations.

c) Food for Fines

Motion by Hoekstra, seconded by Adams to participate in the Food for Fines in September.

d) Policy manual update and policies for approval

i. Credit Card policy
ii. Equipment policy
iii. Motion by Hoekstra, seconded by Hicks to put the following wording in the Kindle Circulation Policy. "The library is not responsible for damage to the borrower's equipment that may occur during use of library-owned non-print materials. All present voting Aye. Motion carried.
iv. Kindle Circulation Policy update
For discussion of the policies, a Policy Committee meeting will be held August 29, 2012 at 5:15 pm.

13. Additional cameras

Had a discussion. No action taken.

14. Carpet

Korger's wants to do some testing areas in the carpet for some areas with less traffic to see if we can fix the carpeting.

15. Shredding service

The library does not produce enough paper for a paper service. The city does hold onto paper and this gets burned. For right now, we will participate in this.

16. Posting meeting agendas to website

The agendas and minutes may be posted to the libraries website. For legal purposes we will still e-mail the agenda to the paper.

17. Saturday hours proposal

Motion by Russell, seconded by Hicks to revise the library hours for the fall and review this at the end of the year.

11. Announcements—

a) The ACT150 was revised and the invoices were sent out.
b) Stacey Miller will not be at the September 12th meeting, Linda Nebelsiek will step in for this meeting.

12. Items for future consideration

a) Handbook Update
b) Director Contract
c) Update on art exhibit

13. Adjournment

Motion by Russell, seconded by Peterson to adjourn.
All present voting Aye. Motion carried.

Meeting adjourned at 7:07 PM.

Respectfully Submitted,
Amanda Zuege, Confidential Administrative Assistant