VILLAGE OF MCFARLAND

Library Board Minutes

Monday, January 7, 2019 - 5:15 PM

1. CALL TO ORDER

Peter Sobol called the Library Board to order at 5:15 p.m. the E.D. Locke Public Library, meeting room 103.

Members present: Member Peter Sobol, Member Sharon Payne, Member Michael Shumway, Ken Machtan, Village Trustee Mary Pat Lytle, Member Karin Mandli

Members not present: Member Evan Richards

Staff Present: Heidi Cox

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. *Motion to approve the minutes of the December 3, 2018 meeting.*

Motion by Ken Machtan, second by Member Sharon Payne, to approve the minutes of the December 3, 2018 meeting with one change: adding attendance. Motion carries 5 - 0 - 1 by acclamation.

b. *Approval of the November 2018 general fund bill and trust fund bills.*

Motion by Village Trustee Mary Pat Lytle, second by Member Michael Shumway, to approve the November 2018 general fund bill and trust fund bills. Motion carries 6 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. *2018 Budget Update*

b. *Director's Report*

- *Library systems report*
- *Friends report*
- *Endowment report*

c. *Monthly report*

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. *Dane County Library Service Agreement*
Motion by Ken Machtan, second by Village Trustee Mary Pat Lytle, to approve Dane County Library Service Agreement Motion carries 6 - 0 - 0 by acclamation.

b. *Library Fines*
The board was updated on how removing fines from juvenile materials was going. They also discussed fines on other types of materials.

c. *RFP for Space Needs plans*
The Library Board looked over a draft RFP for a Space Needs consultant. The Director will rewrite the draft with the board's suggestions.

d. *Adult Lounge Chairs*
Motion by Member Sharon Payne, second by Member Karin Mandli, to approve donating the Adult Lounge Chairs to the LaValle Public Library Motion carries 6 - 0 - 0 by acclamation.

e. *Staff In-Service Half Day*
Motion by Member Karin Mandli, second by Member Sharon Payne, to approve closing the library from 9-1 on February 20, 2019 for a Staff In-Service day. Motion carries 6 - 0 - 0 by acclamation.

f. *2019-2023 Capital Budget*
A list of potential projects was discussed and will be forwarded to the Village Administrator for possible inclusion into the Village's Capital Budget.

g. *Polco Questions*
Possible Polco questions were discussed.

h. *Library Behaviors Policy*
Motion by Member Michael Shumway, second by Ken Machtan, to approve an update to the Library Behaviors Policy (updating the item "Selling, soliciting, surveying, distributing written materials, panhandling or canvassing for any political, charitable or religious purposes inside a library building, doorway or vestibule without prior authorization of the Library Director or designee. " By adding the language "This includes candidates, and/or representatives, circulating nomination papers to qualify to be placed on a ballot." Motion carries 6 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Village Trustee Mary Pat Lytle, second by Member Karin Mandli, to adjourn at 6:15

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Heidi Cox
Library Director