

**Larsen Family Public Library, Webster, WI**  
**Library Board Meeting Minutes of Monday, March 10, 2014**

Roll Call for Regular Session: Sherill Summer, Laura Rachford, Buzz Byrne, Debra Heinz, Diane Lund, Liz Simonsen, Patti Meyer, Tim Maloney, Roxie Roberts  
The meeting was called to order at 4:57 pm

1. Motion to adopt the agenda  
Motion by: Diane                      Second by: Buzz                      Passed
2. Disposition of previous meeting's minutes  
Motion by: Liz                      Second by: Roxie                      Passed
3. Approval of Treasurer's Report Balance \$28, 963.89
  - a. Debt Reduction Balance:              \$3411.31  
Motion by: Diane                      Second by: Sherill                      Passed
4. Approval of Invoices
  - a. Radio Shack Surveillance: \$2367.90 previously approved from Building Fund
  - b. Oriental Trading: \$103. 07 out of Debt Reduction  
Motion by: Liz                      Second by: Diane                      Passed
5. Northern Waters Report: No report as meeting is Saturday, March 15<sup>th</sup>
6. Library Director's Report
  - a. Kick Off for Debt Reduction took place on March 6 at 7:00
  - b. One of children's windows was replaced: invoice is to be approved (New Business)
  - c. Surveillance system is installed and has been well received by staff
  - d. People Counter: Has been returned and a new upgraded model is on order at no additional cost
  - e. Landscaping plan: Tim will make contact with Nate and Wayne
  - f. Every five years an inventory of books must be made; this will happen on 3/20 and 21, library will be closed both days
  - g. Discussion of three library systems merging: WIN project, information on WIN website
  - h. Early Literacy Committee: Diane visited the County Health and Human Services; a meeting on Friday, 3/14, will take place to discuss sharing resources, etc. in this area. The committee will continue meeting and discussing how to share in the mission/objective.
  - i. 1000 Books Before Kindergarten grant was received
  - j. National Library Week: April 13-19 will have daily activities/events
  - k. Library Walk through list was created by Patty: touch ups of paint
7. Approval of Invoices and Financial Reports
  - a. Motion made to approve invoices and financial report  
Motion by: Diane                      Second by: Liz                      Passed
8. Old Business
  - a. Debt Reduction Proposal of 80/20 split debt reduction/endowment unless specified by donor
9. Motion by: Diane                      Second by: Liz                      Passed  
  - a. Building Fund Loan repayment: general operating fund or special fund? On annual report the building fund repayment is not part of the operational budget: Loan was made by State Trust Fund to the Village. Liz will meet with Auditor (Steve Tracey) to determine the proper procedure

- b. Approval to purchase computer/monitor to replace patron #5 per scheduled replacement to come out of office equipment  
Motion by: Tim Second by: Liz Passed
  - c. BadgerNet/Fiber Width Project Underway: \$800 Patti will check with Maurer Power about wiring during renovation
  - d. Merlin Compliance Document
  - e. Approval of revision of Long Range Plan  
Motion by: Tim Second by: Buzz Passed
  - f. Approve invoice to replace window in children's area: \$362.00  
Motion by: Tim Second by: Liz Passed
10. Communications:
- a. Trustee Meeting, Saturday, March 22 in Hayward
  - b. Meeting adjourned at 5:54 p.m.

Next Meeting April 14, at 5:00 pm