

Regular Meeting of the Kilbourn Public Library Board of Trustees
Wednesday, December 4, 2019

Members present: Bill Pettit, Glenn Deedon, Dan Anchor, Kerri Ryan, Cathy Borck, library director. Absent: Jo Ann Luke, Dianne Effinger, Sara Ketterer.

- I. Call to Order
 - A. Proper notice having been given pursuant to Sect. 19.84 of Wis. Statutes, and therefore being in compliance with the Open Meeting Law, the meeting was called to order by President, Bill, at 4:30 pm.
- II. Motion to approve minutes from last month made by Dan. Second by Glenn. Motion carried.
- III. The Library Director's Report will be available to members prior to the meeting and included as an attachment to the minutes.
 - A. Upgrading circulation system and online catalog - system will be down on December 6th at 9 pm. Upgrade will be complete by December 10th at 9 am.
- IV. Financial Report made by Cathy. Motion to approve the monthly expenditures made by Glenn, second by Dan. Motion carries.
- V. Committee Report - table until next meeting
- VI. Unfinished business - none
- VII. New business
 - A. Update mission statement and bylaws
 - 1. Article III, Section 5
 - a) Update to "A quorum for the transaction of business at any meeting shall consist of a majority of the members of the board." (delete *present in person*)
 - b) This will be sent to all board members to review for a vote, stated by Article VI, section 2, and action will be made at January meeting
 - B. Open House
 - 1. Saturday, January 25th, 10:30-1:00
 - 2. Interactive animal experience, photo booth, crafts, census information
- VIII. Items for referral to next meeting
 - A. Review policy manual pp. 6-22
 - B. Decision on bylaw changes
- IX. The next meeting will be Wednesday, January 8, 2020, at 4:30 pm.
- X. The meeting adjourned on a motion by Dan, second by Glenn. Motion carried.

Respectfully submitted, Kerri Ryan, Secretary

December 4, 2019

Director's Report

Friends of the Library

Volunteer report of hours November hours – 26 volunteers worked 211 hours
Final book sale of the year was held Saturday, November 30. It was a holiday sale with specially priced books.

Library statistics

November

Door Count – 5763

Last year – 5577 Last month – 7995

Computer users – 401

Last year – 466 Last month – 614

Wireless users – 502 users / 4875 sessions

Last year – 516/5276 Last month – 628 users / 5054 sessions

Circulation – 5116

Last year – 5681 Last month – 6333

Bookmobile Circulation – 431

Last year – 434 Last month – 539

November Events

Saturday programs

11/2 – Papercraft – Fall & Thanksgiving crafts - 18

11/9 – Lego Day - 20

11/23 – Craft Day – Thanksgiving centerpieces- 25

11/30 – 5th Saturday – Holiday Extravaganza - 27

Book club read the UW Big Read *The Poison Squad* by Deborah Blum. *17 attended*

Monday – Frank Fischer Events

Cards & Yahtzee – 7

Coloring and Movie – *A Dog's Purpose* - 9

Uno & Scrabble - 11

Inventory week went really well. We were able to inventory the entire collection. Staff attended a webinar to try out a new

scheduling system for our meeting rooms and community center. They really liked the system so we will be starting that at the end of December or the beginning of the year. Volunteer luncheon was well attended. Most people I talked to really enjoyed the meal.

December Events

Saturday programs

12/7 – Papercraft – Paper Holiday decor

12/14 – Lego Day

12/21 – Movie Day – *Abominable*

12/28 – Craft Day – New Year’s crafts

Book club is reading holiday books and watching the movie *Love Actually*.

We will be having a Euchre holiday party on Tuesday, December 17.

Monday – Frank Fischer Events

12/2 Sequence & Yahtzee – 9

12/9 Holiday crafts – wrapping paper & cards

12/16 Coloring and Movie – *Mistletoe Inn*

12/23 Holiday Open House

12/30 Farkle & Movie *New Year’s Eve*

Next week we will be upgrading our circulation system and online catalog. The catalog & circulation system will go down on Friday, December 6 at 9 p.m. and we will go back up with the upgrade completed on Tuesday, December 10 at 9 a.m. On Saturday and Monday, we will be using an offline computer circulation system to check out items. We will not be able to check items in and some of the checkouts, including hold checkouts will have to be done manually. A representative from SCLS will be here on Tuesday morning to help if there are problems.