

# Record of Proceedings

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## West Bend Community Memorial Library Board Meeting

February 22, 2011

The Board meeting was called to order at 6:30 pm by board president, Jim Fowler. Board members present: Jack Chamberlain, Jim Fowler, Dave Krochalk, Marianne Olson, Doug Rakowski, Judy Schaar, and Courtney Spousta. Also present: Sue Cantrell. Absent: Deb Anderson.

Consent Agenda: It was moved by Dave Krochalk, seconded by Doug Rakowski and carried to approve the Consent Agenda that included: Minutes of the January 18, 2011 meeting, Minutes of the January 18, 2011 Selection Committee Meeting, Minutes of the February 9, 2011 Selection Committee Meeting, Financial Reports, and Library Expenditures for January 2011 (Vouchers/Check Requests).

Friends of the West Bend Library Update: The Friends participated in Celebrate Families this year with a booth and raffle; they are currently looking for a volunteer coordinator; gave former director of the library, Michael Tyree, a thank you gift. At their last meeting, they talked about a donation to the library. Based on suggestions from the library staff, the Friends decided to give the library three e-Readers: the Amazon Kindle, the Barnes & Noble Nook and the Sony eReader. Information on the eReaders is available on the library website. The next meeting will be held Monday, February 28<sup>th</sup> at 4 p.m. After that, meetings will be held on the 2<sup>nd</sup> Monday of the month.

### Old Business:

A. Building Update: All is good. Some vents were plugged with snow. When the snow started melting, a few ceiling tiles were damaged.

B. Mission Statement: Ted led the board in the development of a Library Mission Statement. The mission statement should be short, clear, memorable, reproducible, clearly articulated and measurable. It is used day to day. The vision is what we value and guides the strategy. The board discussed and decided some of the things we value include but are not limited to: welcoming environment, staff, range of materials, diverse opportunities, feed learning and connection, gateway to information, knowledge, enjoyment of lifelong learning, meet all needs, community, serve library community with respect, provide a clean comfortable welcoming environment, community focal site for events, provide current or state of the art media service, provide material for all demographics, meet personal educational entertainment needs of the community, professional needs enrichment, offer resources for lifelong learning opportunities, enrichment, maintain and secure the collection. The new Mission Statement is: We will provide the resources for our patrons to grow personally, educationally and professionally. Our new director and the leadership group formed by the director will measure this. It was suggested that that leadership group:

Step 1 – define measures

Step 2 – develop a strategic plan

Step 3 – implement, study and revise with frequency

The board is responsible for the mission statement and should review it on an annual basis.

The library leadership group does the rest. It was moved by Jack Chamberlain, seconded by Doug Rakowski and carried to approve the new Mission Statement with continuing discussion by the new leadership team on how to effectively measure the statement.

C. New Director Selecting Committee Status – Update: The committee has met num-

crous times and is ready to: finalize phone interview questions and interview questions, and discuss location for interviews. In March we will begin review of applications. Dave Weinhold, Director of the Eastern Shores Library System, came to the February 9, 2011 meeting. He shared his recent experience as part of a selection committee – what they had done, and what did or did not work. He then provided suggestions on how the group can proceed. Dave will be available in the future to help the selection committee. It was suggested that when we have a list of final candidates, it might be beneficial to visit the candidate's current employment location. This could be used as an additional evaluation tool.

D. Email March Board Packets Reminder: Members who would like their board packet emailed to them listed their email address on a sheet that was given to Sue. Members who do not provide an email address will be able to pick up a hard copy of the packet the Friday before the board meeting.

New Business:

A. State Annual Report – Informational: Sue reviewed the annual report and provided an update of page three. The Department of Public Information requests this.

B. Men's Bathroom Plumbing Invoice: There was a leak in the men's room that needed to be repaired. It was moved by Ted Neitzke, seconded by Doug Rakowski, and carried to authorize payment of the plumbing invoice in the amount of \$1158.

C. Food Pantry Bin: A patron would like to provide bins in the library for food pantry donations. After discussion it was moved by Doug Rakowski, seconded by Jack Chamberlain and carried to table a decision on this. Sue was asked to develop a policy on working with charitable groups. When the policy is developed, the board will revisit this request.

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Next Meeting: The next regular Library Board meeting will be Tuesday, March 15, 2011 at 6:30p.m.

Adjournment: It was moved by Doug Rakowski, seconded by Courtney Spousta, and carried to adjourn the meeting at 7:40 p.m.

Respectfully Submitted,

Judy Schaar, Recording Secretary