

## NOTICE

A regular meeting of the Eager Free Public Library Board of Trustees for the City of Evansville will be held on the 27<sup>th</sup> day of February, at 5:30 p.m., at Eager Free Public Library, 39 W. Main St., Evansville, Wisconsin. Notice is further given that members of the City Council might be in attendance.

### **Eager Free Public Library Board of Trustees Meeting**

Tuesday, February 27, 2018 5:30 p.m.

At Eager Free Public Library, 39 W. Main St., Evansville, WI 53536

## AGENDA

If you need special accommodations to attend this meeting, please contact the library at 608/882-2260.

1. Call to order.

President Eloise Eager called the meeting to order at 5:30 p.m.

Trustees present: Eager, Susan Kruser, Sharon Cybart, Mandi Firgens, Wally Shannon, Gwen Clendenning

Also present: Library Director Megan Kloeckner

Absent: Vicki Lecy-Luebke

2. Additions to Agenda

3. Approval of the January regular meeting minutes. Regular meeting minutes from 1/30/2018

Kruser moved to approve the minutes of the January 30 meeting; Cybart seconded the motion. Motion carried.

4. Public Comment

5. February bills (roll call vote).

Kruser moved to accept the bills as presented; Cybart seconded the motion. Discussion.

Roll call: Ayes—Eager, Kruser, Firgens, Shannon, Cybart. Motion carried.

6. Librarian's Report

5,955 - circulation (not including the couple of weeks still with old system)

153 - attended programming

2017 - 351 programs w/over 6,800 attendance

7. Treasurer's Report

Clendenning reported current revenue/expenditure information.

8. ALS Board Report

Paperback books are being accepted at ALS, which are then delivered to local jails.

9. Old Business

Expansion

Kloeckner will be meeting with a security camera company later this week. Cameras will be installed in different locations inside the library. The phone system will be switching over to using Internet, instead of landline, which will be completed in late March. Contractors will be moving in downstairs of the

library the week of March 19th. Still setting the date of April 2nd as the official date that construction will begin.

10. New Business:

Policy Review – Gift Policy

Shannon moved to accept the “Gift Acceptance Policy”, “Gift Funds Policy”, and the “Gift Agreement Form”; Cybart seconded the motion. Headings of all documents were updated to current information and to match other policies. “Gift Acceptance Policy” - capital campaign opportunities to make generic for future. Accounting and reports are completed by the Treasurer, not the Secretary.

All approved of the changes made to policies. Motion carried.

Annual Report

Annual Report is due Thursday, March 1st. Eager signed all copies.

Record Retention Policy

Refer to the WI Public Library Related Records Policy. Library card application forms are disposed after cardholder passes away. Looking to downsize some records. According to WI PL Records Policy, we are able to dispose of these forms after being entered into the system. Shannon moved to adopt the WI Public Library Related Records Policy; seconded by Kruser. Motion carried.

11. Adjourn.

Kruser moved to adjourn the meeting; Shannon seconded the motion. Motion carried. Meeting adjourned at 6:21p.m.

*Next meeting: March 27, 2018*

*Minutes by: Mandi Firgens*

**Note: Minutes of the Library Board of Trustees are not official until approved by the Library Board of Trustees at a meeting called and noticed for that purpose.**