

The KPL Board of Trustees met Tuesday, January 8, 2013 at 6:02 pm in the Library.

Present: L. Hopkins, T. Hamel, L. Carlsen, S. Joachim, and Director A. Tiff.

Absent: none, but one position remains open for a trustee.

Visitors: John Talcott

Petitions to the Chair: none

Amendments to the Agenda: Motion by Joachim/Carlsen second to approve addition of the Building Committee report to the agenda. All ayes.

Minutes of the Dec 11th meeting: Motion by Joachim/Hamel second to approve. All ayes.

Financial Reports/Payables: Chr. Hopkins spent some time explaining the library budget and revenue distribution by City, County and State. New members were also briefed on the statutes that govern Library Boards and regulatory parameters. The levy process and fund distribution was also explained in detail. The reports from the Dec. meeting were approved with the motion by Joachim/second by Carlsen. All ayes.

Monthly Reports: Motion by Hamel/second by Carlsen to approve. All Ayes.

Director's Report: Mr. Tiff presented several concerns about equipment replacement and asked for advice on procedure. He briefed the Board about staff meeting he has held with the current staff to communicate his expectations and to co-ordinate his efforts with staff. He also gave an update on his progress with the updated Policy and Procedure manual. The key log out sheet was discussed and reviewed for after hour use of the facility. Mr. Tiff will initial and date all paperwork that he reviews. With Donna out on medical leave, the hours for remaining staff were discussed.

Committee Reports: a report was submitted by Earlene King about the Building Committee. With the building site TBD, progress has come to a halt.

City Council Representative Report--Lori Hopkins: there will be a Council meeting on Jan 9th to discuss the possible old school demolition.

Friends of the library Report—John Talcott: it was suggested that there be an Open House for the public to meet the new Library Director, Mr. Art Tiff. Lori suggested coordinating that with any upcoming Chamber of Commerce events.

Old Business: none

New Business: the Chamber of Commerce dinner will be held at the Hubbell House on January 17th at 5:30 for the social hour and 6:30 for the meal; annual meeting and awards to follow.

General Discussion: it is imperative to produce an updated Trustee Handbook to accommodate all the new personal on the Board and new director. Lori and Sue will get together next week to gather and compile the important documents. They will be sent to the Dodge County Publishing Co to produce 8 new identical copies.

Adjourn: Meeting adjourned at 7:39 pm by Hopkins

Respectfully Submitted,

Susan Joachim