

AGENDA

Monona Public Library Board
Library Conference Room

Tuesday, July 28, 2009
7 p.m.

I. Call to Order.

II. Public Appearances

III. Consent Agenda

- a) **Minutes of June 16, 2009 meeting**
- b) **Financial Report for June 2009.**
- c) **Monthly bills for June 11, 2009 to July 22, 2009**

IV. Information Items

- a) **Report on Contributions**
- b) **Director Gerber's report on current status of Library**
- c) **Need to appoint nominating committee for Board Elections.**
- d) **Other**

V. Action Items to Approve

- a) **Hiring Uniform Management Services to collect lost books and fees on library's behalf.**
- b) **One day furlough of staff and closing of library on Friday, September 4th as requested by Mayor Kahl**
- c) **Closing on Saturday, September 5th.**

VI. Announcements

- a) **South Central System Celebration 9/24**
- b) **Pie Party at Community Center, 10/3**
- c) **Friend's Booksale, 10/17 and 10/18**

VII. Adjournment

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number), FAX: (608) 222-9225, or through the City Police Department TDD telephone number 441-0399.

The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business. It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice.

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Draft Minutes
Monona Library Board
Library Board Room
June 16, 2009

Library Board Present: Andrew Taylor (presiding), Jim Busse, Val Edwards, Mary O'Connor, Ben Redding, Edward Van Gemert, Melissa Zietz.

Also Present: Demita Gerber, Chris Lazaneo, Erick Plumb

Taylor called the meeting to order at 7:03 p.m.

Director Demita Gerber reported on the "Booked for Life" endowment fundraising campaign. Contributions have been slow and in small amounts. She provided each trustee with a packet of letters and Q&A sheets, and asked each of them to address these five letters to friends and acquaintances (not businesses) and then call them a week later to see if they are willing to contribute. Trustee Redding stated that he would indicate on the donors list which persons had contributed to date. This way trustees will know who not to contact. This list is stored at Google

Gerber also laid out her strategy for approaching local businesses for larger contributions, later this year. She was hoping that businesses would be able to contribute at the \$5,000 level or higher. Trustee Redding suggested that any correspondence to businesses provide a contribution choice of possibly \$5000, \$2500, or \$1000. Each level would have a different level of library items purchased yearly in the business's name.

Demita announced that the Monona Library Foundation Board will be meeting on June 18th with the Madison Community Foundation staff. Also, in attendance will be Andrew Taylor, Demita Gerber and Judy Fritz. This will be a meeting to discuss progress to date and strategies for gaining more contributions.

Gerber mentioned that the Library currently checks-in 100,000 more items per year than it checks-out. This means that patrons obtain books from other local libraries, but then return them here at Monona. This increases the need for book processing staff.

Some local libraries are beginning to install new high-tech scanners and book conveyor systems, called RFID or Radio Frequency ID Systems, in order to lower personnel needs. Using this system, a stack of books can be checked-in as a group, using radio frequencies. Starting in 2011, Monona will begin in tagging our circulation items with RFID tags. This will allow us to continue to use the Self-check Machine and will put us one step closer to eventually implementing this new system at Monona. Currently, each item tag cost \$.30, down from \$.60 each when they were first marketed.

The Director also stated that the Library is looking into using a collection agency to reduce back fines and other fees. This will be put on next month's agenda.

Again the Library will have a booth at the Monona July 4th Festival. This will provide another opportunity to inform area residents of our Booked for Life campaign. Helium balloons, with the words “Monona Library asks, ‘R-U Booked for Life.’ “The Director asked Board members to volunteer for a shift at the Library’s informational booth.

ACTION ITEMS:

- A. Van Gemert moved, seconded by Redding to approve the Consent Agenda. Motion passed.
- B. O’Connor moved, seconded by Zietz, to approve the “New Library Page Wage Scale.” Motion passed.
- C. Van Gemert moved, seconded by Redding, to approve the Capital Budget for 2010 – 2014. Motion passed.

Zietz moved, seconded by O’Connor, to adjourn. Motion passed.
President Taylor adjourned the meeting at 8:20 p.m.

The next regular meeting of Monona Library Board will be held at 7:00 p.m. on Tuesday, July 28, 2009, in the Board Room of the Monona Library Building.

Recorder: Chris Lazaneo

Minutes approved by the Board on _____, 2009.