

**Wayne Public Library Board of Trustees**  
**Tuesday, December 1, 2009 / 5 p.m., Conference Room**

**MINUTES**

**CALL TO ORDER**

The Wayne Public Library Board met on Tuesday, December 1, 2009. President Joel Ankeny called the meeting to order.

**ROLL CALL**

Board members Joel Ankeny, Dennis Lipp, Maureen Kingston and director Lauran Lofgren were present. Board member Mollie Spieker was absent.

Anyone desiring to view the Open Meetings Act may do so. The document is available for public inspection and is located on the south wall of the Library/Senior Center Conference Room.

**APPROVAL OF MINUTES**

November 2009 minutes approved.

**FINANCIAL REPORT**

The financial report was approved as submitted.

**DIRECTOR'S REPORT 17% of year; circulation way up.**

- Statistics
 

	OCT09	NOV09	NOV08	% of Previous Year Total
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	OCT09	NOV09	NOV08	% of Previous Year Total
Circulation	4741	4198	3649	17
Circ-Overdrive	21	19		NA
Circ-Databases	2			NA
Patrons	4277	4271	3813	16
Meeting Room	14		6	
Reference ?s	240	239	179	18
Computer ?s	260	337	291	19
Phone Calls	487	441	474	17
OPACS	176	249	169	17
CD-ROMs	203	201	95	21
Internet	1152	1143	1031	16
New Patron Cards	33	26	33	
Items Added	179		145	
Items Deleted	7		17	

- Meetings attended
  - LKL attended web page meetings and training; learning how to update information on pages.
  - LKL attended webinar on grantwriting
  - LKL presented for Wayne Women's Club, including the group's history in starting the library.
- Staff projects and concerns
  - Held staff inservice – was a great evening. The flu maintenance information was particularly interesting (e.g, delaying shelving until germs die; using disinfectant,

etc.). Plan to host a couple of such in-services a year. The reference interview & using new computer systems likely next topics.

- Held two computer classes: effective web searching and powerpoint
- Wayne High School class came in to use microfilm
- Friends of the Library decorated the library for the holidays
- Fall Saturday programming ended, will start up again January 9, 2010
- 27 wreaths have been donated for the silent auction – runs through December 7. All proceeds go to the Veterans Memorial fund.

#### OLD BUSINESS

- Demonstrate library web pages. Site is due to go public on December 18, 2009. Still working out some last-minute articulation and site roaming issues.

#### NEW BUSINESS

- Review conference room policy. Policy approved. Will need to go before the Senior Center board next.
- Review bulletin board policy. Tabled; policy will be re-worked by LKL; however, getting another bulletin board to be used exclusively for jobs was approved.
- Review library improvement grant. Approved: the application should go forward. Application will be submitted in early January before the next board meeting.

ANNOUNCEMENTS – Stick around for the mayhem, Santa Story Time begins at 6:30 pm!

ADJOURNMENT The meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Maureen Kingston  
Substitute Board Secretary