

**Wayne Public Library Board of Trustees
Tuesday, February 8, 2011 / 5 p.m., Conference Room**

MINUTES

CALL TO ORDER

The Wayne Public Library Board met on Tuesday, February 8, 2011. President Joel Ankeny called the meeting to order.

ROLL CALL

Board members Joel Ankeny, Maureen Kingston, Betty Heier and director Lauran Lofgren were present. Board members Mollie Spieker and Dennis Lipp were 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 2010 minutes were approved.

FINANCIAL REPORT

The financial report was approved as submitted. Slightly ahead of plan this month because of a 3-pay period. Discussion: LKL purchased a Nook and along with a packet of e-readers from the NELS system offices, staff will learn how to use e-readers at their next meeting.

DIRECTOR'S REPORT 33% of year

- Statistics
- | | DEC10 | JAN11 | JAN10 | % of Previous
Year Total |
|--|-------|-------|-------|-----------------------------|
|--|-------|-------|-------|-----------------------------|

Circulation	3739	4042	3810	31
Patrons	3515	3628	3753	28
Meeting Room	5	10	8	20
Reference ?s	180	256	152	35
Computer ?s	143	168	260	26
Phone Calls	446	526	514	33
OPACS	168	238	185	38
CD-ROMs	1275	533	121	98
Internet	739	869	1004	27
New Patron Cards	14	20	17	24
Items Added	150	142	130	32
Items Deleted	5	162	44	20

- Meetings attended
 - LKL attended Friends of the Library 2011 planning meeting
 - LKL attended Wayne Library Foundation annual meeting
 - LKL took part in a Reporting Webinar for the BTOP grant
 - LKL met with Karla Jensen at the Activity Center to investigate ways to promote the library's audiobook and e-reader services to clients at the CAC.

- Staff projects and concerns
 - LKL, JOsnes, RMcLean, HHeadley visited Wayne Elementary School to meet and greet the students as they arrived in the morning
 - Winter Saturday and Mother Goose Lapsit programming began, getting off to a slow start due to the weather. Attendance started picking up towards the end of the month.
 - Library hosted an all day event in conjunction with National Puzzle Day.
 - Annual periodical sale has been successful, and will wrap up when tax forms arrive. The tax forms have been delayed due to last minute changes causing the need to reprint. NE tax forms are exclusively online now which may cause staff to spend extra time assisting patrons.

OLD BUSINESS

- Update on Excellence in Youth Services Grant—Funds haven't arrived yet, but are expected. Very popular (usage has doubled) new children's interactive computers paid for via T & A account which will be reimbursed once the grant funds do arrive.
- Update on Board Recertification—Board currently has 10 CE credits; needs 10 more to remain certified.
- Progress on current Long Range Plan—See handout. Discussion of digitization of Wayne Herald. Process is operating more smoothly and LKL anticipates project completion by Dec 2011. LKL or staff will connect with other organizations/offer outreach to demonstrate access and capabilities.
- Discussion on Library Vision Statement—Tabled until all board members are present.

NEW BUSINESS

- Report on Library Director's annual evaluation and 2011 goals—Evaluation performed by Lowell Johnson. See handout. Some discussion of LKL's 2011 goals/activities: added monthly reporting responsibilities and connectivity reports associated with the Federal Broadband Stimulus grant; LKL will encourage staff to attend Expand Your Horizons Genealogy events, which will explicate how to use local resources as well as ancestry.com instruction; LKL might take a real vacation this year.
- Action on replacing worn chairs in computer lab—Board approved director's plan to use funds from T & A account plus money from the Lib Foundation (\$2500 total) to replace chairs in the computer lab. The chairs will be on sale until March 26, 2011.
- Planning for new Long Range Planning cycle—Board will create a 3-yr plan this year (2011) that will be in effect from 2012 through 2015. A Service Learning class at WSC has volunteered to create a survey from which the board might assess needs and develop goals for the plan. LKL has instructed the survey developers to devote at least half the survey to WPL *non-users* in order to discern new area/directions the board might want to consider for inclusion in the new plan. Tentative schedule: First draft of survey to the board by March meeting, final draft by April meeting; survey sent out to the public and results tabulated May-July; board finalization and approval of 3-yr plan by Dec 2011.

ADJOURNMENT The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Maureen Kingston
Substitute Board Secretary