

**Whitefish Bay Public Library
Library Board Meeting
Tuesday, January 5 2016
Minutes—Approved at March 1, 2016 Meeting**

ATTENDANCE:

Name	Attended	Name	Attended	Name	Attended
Anne Burroughs	X	Elaine Griffin President	X	Nyama Marsh Director	X
Will Demet Village Board Rep	X	Susan Hopwood Vice President	X	Paul Smith	X
Tammi Giesen	X	Krista Hutley Librarian	X	Pam Woodard School District Rep	X

CALL TO ORDER: President Elaine Griffin called the monthly meeting of the Whitefish Bay Public Library Board to order at 7:00 p.m.

1. **STATEMENT OF PUBLIC NOTICE:** Duly noticed by NM.
2. **PUBLIC COMMENT:** None
3. **DISCUSSION & APPROVAL of Minutes for December 1, 2015:** PW moved to approve the minutes of the December meeting and SH seconded. The minutes were unanimously approved.
4. **DISCUSSION & APPROVAL of December 2015 Financial Reports:** NM summarized the year-end financial reports and reminded Board members that the report is not final, as 2015 bills can be submitted to the Village through March 31, 2016. The bathroom remodel will be paid from 2015 though it will not be completed until late January. Fund 22 monies spent were used as collection supplement. AB moved to approve the financial reports through December 31, 2015, and PS seconded. The financial reports were unanimously approved.
5. **DISCUSSION & APPROVAL of revised Emergency Closing Policy:** NM revised the 2007 Emergency Closing Policy to reflect current practices. The Board suggested edits to clarify the protocol in involving the Library Board president and Village Manager, and to clarify the decision-making ability of library staff in absence of the Director. SH moved to approve the Emergency Closing Policy as amended and PS seconded. The policy was unanimously approved.
6. **DISCUSSION of Library Board and Library Director Goals:** NM presented her 2016 goals to the Board for feedback. Important projects for the Director and the Library Staff will be: weeding in preparation for RFID; RFID Conversion Project; the Strategic Plan; and a new website.
7. **DISCUSSION of Informational Items:** NM highlighted our new database, Gale Courses, which opens up over 350 instructor-led online courses to our patrons. She also updated the Board on the status of the bathroom renovations and the library staff's weeding for RFID.

ADJOURNMENT: Meeting was adjourned at 8:07 pm.

Respectfully submitted,
Krista Hutley
Administrative & Adult Services Librarian