

**Whitefish Bay Public Library
Library Board Meeting
Tuesday, May 3, 2016
Minutes—Approved**

ATTENDANCE:

Name	Attended	Name	Attended	Name	Attended
Anne Burroughs	X	Elaine Griffin President	X	Nyama Marsh Director	X
Jay Saunders Village Board Rep	X	Karen Plach	X	Paul Smith	X
Tammi Giesen	X	Krista Hutley Librarian	X	Pam Woodard School District Rep	X

ALSO PRESENT: 14 Whitefish Bay High School students, Brandon H., Asher Z., Ryan D., Chris S., Anna L., Anthony P., Erin R., Shaar C., Lucy B., Mia O., Katherine F., Jacob S., Makayla D., Grace K.

CALL TO ORDER: President Elaine Griffin called the monthly meeting of the Whitefish Bay Public Library Board to order at 7:03 p.m.

1. **WELCOME TO New Board Members:** The Library Board welcomed new members, community member Karen Plach, and Whitefish Bay Village Board Representative, Jay Saunders.
2. **STATEMENT OF PUBLIC NOTICE:** Duly noticed by NM.
3. **PUBLIC COMMENT:** None
4. **DISCUSSION & APPROVAL of Minutes for April 5, 2016:** AB moved to approve the minutes of the April meeting and PW seconded. The minutes were unanimously approved.
5. **DISCUSSION & APPROVAL of Financial Reports through April 30, 2016:** NM summarized the April financial reports. We received more revenue from room rentals and copy fees to date than expected, and expenditures for office supplies and professional printing increased due to the RFID conversion and printing of the Annual Report. PS moved to approve the financial reports through April 30 and AB seconded. The financial reports were unanimously approved.
6. **DISCUSSION & APPROVAL of Revised Internet Policy:** NM presented the current Internet Policy, last approved in 2011, and the suggested edits she made to update the policy in the proposed draft. The Board suggested changes to the proposed draft, including re-naming the policy the Technology Use Policy, and attaching subheadings for internet and computer use. The changes were noted and will be reflected in the final version. JS moved to approve the WFBPL Technology Use Policy as amended and TG seconded. The revised policy was unanimously approved.
7. **DISCUSSION of 2016 Director Goals - update:** NM summarized the progress made on her goals in collection development, technology, community outreach, programming, and staff development. She also discussed the plans for the all staff in-service currently scheduled for October 10. NM will be looking at other possible dates for the in-service and will bring those back to the Board for approval.
8. **DISCUSSION of RFID Conversion Project - update:** NM gave the final report on the RFID conversion project. The conversion of the library's collection is complete and circulation staff are tagging items that

were checked out during the month of April as they are returned to the library.

9. **DISCUSSION of Strategic Plan - update:** TG provided a sample of the work of the Strategic Planning Committee (SPC) to illustrate the stage of development in which they are engaged. They are in the process of conducting an environmental analysis, identifying the library's strengths, weaknesses, opportunities and challenges, which will inform the future vision. The Library Board discussed the sample environmental summary, which analyzed the "use of space" in the library (i.e., quiet study, community gathering, open seating, materials storage, and makerspaces); the Board also discussed the process by which the SPC identified the relevant issues and key findings for the sample.

10. **DISCUSSION of Informational Items:** NM summarized key aspects from the department reports. She discussed the current state of the internship program in Youth Services, as two interns are leaving at the same time, and how fluctuating staffing levels in the YS department will affect library services during the summer reading program this year.

ADJOURNMENT: Meeting was adjourned at 8:31 pm.

Respectfully submitted,
Krista Hutley
Administrative & Adult Services Librarian