

Jefferson County Library Service

% Dwight Foster Public Library
209 Merchants Avenue
Fort Atkinson, WI 53538
920.563.7790

Board Meeting October 25, 2011

MINUTES

The meeting was called to order by President Sue Hartwick at 6:01 p.m. at the Lake Mills/L. D. Fargo Library.

Present: Sue Hartwick (President), Janet Sayre Hoeft (Vice President), Dean Sanders (Secretary), Betty Stoffel, Julaine Appling, Dwayne Morris as well as the following librarians: Connie Meyer (Jefferson County Library Service Administrator/Fort Atkinson), Joan Behm (Cambridge), Peg Checkai (Watertown), Gerard Saylor (Lake Mills), Jocelyn Bubolz (Jefferson), Luci Bledsoe (Johnson Creek), Stacey Lunsford (Whitewater)

The minutes of the July 20, 2011 were approved.

There was no one present for public comments.

There was no correspondence to be read into the minutes.

There was a great deal of discussion of Agenda Item #5 concerning the first issue that was raised in the Strategic Plan that was completed last year. The questions that were discussed first were: *Who the Library Service Board is* and *What do we do?* The topics discussed and materials that were handed out and looked at during this time came under the following headings:

- Reviewed the state statutes (43.57 and 43.58) that deal with public libraries.
- Reviewed the history of the Jefferson County library board.
- Reviewed the by-laws of the Dane County library board.
- Discussed what the name of the board should be.
- What the board make-up should be as referred in statute 43.57 (5).
- How many meetings to have during the year – 3-4 were thought to be the best.
- Who represents the board?
- Term limits – should there be term limits and what should those be? The idea of three 3-year consecutive terms was discussed.

It was agreed that some bylaws should be proposed to better articulate the board's makeup, functions and purpose. Hartwick requested that Administrator Meyer write up a set of bylaws to be considered at the next meeting and offered her help in drafting them.

The group then spent time on what the mission statement of the board should be. A review of the current statement was held and it was redeveloped. This will be brought back to the board at the next meeting to review and a possible vote will be taken on the new statement at that time.

The meeting recessed for a break at 7:00 p.m. and reconvened at 7:05 p.m.

The group then spent time discussing action statements and how to articulate them to the public.

The discussion began by considering what actions the group wanted to list in the pursuit of the mission. Meyer handed out the "Standards for Dane County Public Libraries" for discussion by the group. The group discussed whether or not library standards were something that should be instituted in the future. It was agreed that perhaps the group could develop a set of positive guidelines which might be tied to the funding formula as incentives as opposed to implementing punitive type of standards which are often seen as mandates. Meyer will develop some possible guidelines and the topic will be carried over to the next meeting when funding is discussed.

This was followed by a conversation about what other services the library service could be providing and whether or not there were needs that all of the libraries had that could be paid for from the 30%. One area of discussion was on technology support. It was agreed that this idea of providing some sort of additional technology assistance could

be incorporated into an action item when there was agreement as to its utility by all the libraries.

It was also agreed that Jefferson County library service should submit an annual report to the Department of Public Instruction's Division for Libraries Technology and Community Learning (DLTCL). The annual report does include a requirement for the board to indicate satisfaction/dissatisfaction with its library system affiliation. Therefore, some sort of action statement should be included in the plan that indicates that a periodic and systematic evaluation of library system affiliation will take place.

The idea of developing a board member job description and summary informational handout for new board members was discussed. These items will be drafted and considered at the next meeting. Also, the job description for the library service administrator was distributed and it was noted that updates are needed. It will be revised and presented at a future meeting as well.

Applying suggested investigating asking the county for a web presence, perhaps a page or a link on their website. Meyer will investigate.

The next meeting was set for February 22, 2012 to begin at 5:00 p.m. at the Watertown Public Library.

There was a motion to adjourn at 7:58 p.m.

Respectfully submitted,

Dean Sanders
Secretary