

***** Monday, December 17, 2019 at 6:00 PM *****

Minutes

1. Call to order – 6:07 pm
2. Roll call and introduction of guests – Leah Tritz, Mark Benton, Kari Benton, Jerry Weaver, Gretchen Weatherly – Public: Tim Scott, Allie Hagen
3. Public Comment - none
4. Adoption of agenda – 1st – Kari, 2nd – Mark
5. Approval of minutes of previous meeting – 1st – Mark, 2nd - Kari
6. Director's report and statistical report
 - **Returned from vacation 12-7-18**
 - **Programs**
 - Allie Hagen hosted bath salts on 12-3-18. 14 people attended and made 24 ornaments
 - Bath salts again on 12-11-18. 15 people attended and made 37 ornaments
 - Paint and Sip Night – 12-10-18 – Charlie Brown Christmas Tree. Registered 44 people. 37 attended. Had to move program to Hammond Nursing Home as the library doesn't have space for that large of a crowd.
 - Holiday Butters – 12-17-18 – Registered 16
 - Library closed: 12-22, 12-24, and 12-25. Closing early at 4pm on 12-31. Closed 1-1-19.
 - Homeschool – Going great. 30 children on Mondays and 70 children on Fridays. On Fridays we use Trinity Lutheran Church as the library doesn't have space for that many people.
 - 4K Classroom Outreach – all 4 classes (Gafner, Ruud, Feyereisen and Schaaf). Music and Movement one week and Art the next alternating every week. Every week – Library on the Go – one book going home with a child a week. About 100 children served.
 - Outreach to Baldwin Christian School (Library on the Go Program-providing a library for the students to be able to check out materials.) About 25 students served.
 - Outreach to 2 daycares providing storytimes. 25-30 children served
 - Outreach to Nursing Home once a month with visits from out homeschool group kids and families. 6-10 residents served.
 - **Circulation for November – 4,338**

7. **Approval of monthly bills and financial report – 1st Mark, 2nd Jerry**
 - **\$3,698.69 for December Bills**
 - **~\$10,600 remains for 2018. Michelle has asked for any remaining to be carried forward**

8. **Update from the Friends of the Hammond Community Library**
 - **Allie updated on the Friends Group.**

9. **New Business**
 - **Welcome new board members – Jerry Weaver and Gretchen Weatherly**
 - **Fill secretary position vacated by Jenny Cicha – tabled until next meeting**
 - **2019 Goals and plans for library**
 - **Grow membership by 5% and circulation numbers by 10%**
 1. **Shut ins/others – borrow through mail**
 2. **Bookmobile**
 - **Update all patron computers**
 - **Plan for new library**

10. **Old Business**
 - **Keller Update – Taking a step back for 1st quarter. Look into Capital Campaign Feasibility Study/Needs Assessment**
 - **Review all documents and develop a plan or steps to take to meet goals.**
 - **Jerry mentioned looking into County Building once vacated**
 - **Possibly have UWRF students to feasibility study**
 - **Approach United Fire/Rescue about donating used equipment to us for a fund raising option. It was mentioned that United doesn't only cover Hammond, so they probably wouldn't be able to as they'd need to take into consideration the other municipalities they cover.**
 - **Murtha's as a possible donation option**

11. **Date of next meeting – 1-21-19**

12. **Announcements and Correspondence - None**

13. **Adjournment – 1st Jerry, 2nd Gretchen 7:32pm**

Date 01/14/19

Leah Tritz, Library Board President, Mark Benton, Library Board Vice President