

Owen Public Library  
414 Central Ave.  
Box 130  
Owen, WI 54460



Library Board Meeting  
June 28, 10:00 am

- I. Call to Order
  - A. Minutes of the previous meeting - p. 2
  - B. Financial Report - p. 3 & 4
- II. Business
  - A. Policy for after hours wifi use - p. 5 & 6
  - B. DVD policy re-write - p. 7
  - C. Review of state statutes for library board, term limits and open meetings law - p. 8-10
  - D. Director's report - p. 11
- III. Closing
  - E. Concerns and Comments
  - F. Next meeting date
  - G. Adjournment

## Minutes

April 12, 2017

The Owen Public Library met on April 12, 2017 at 5 PM with Debra Smith, Lorelee Petersen, Jeffer Scheuer, Roxana Reitz, Mike Ojanpera and Jan Stommes in attendance. Treats were provided to celebrate National Library Week and Lorelee's 10<sup>th</sup> anniversary as a librarian. The meeting was called to order by President Smith. The minutes of the February meeting were 1<sup>st</sup> on the agenda. MMSC – Stommes, OJ.

The financial report was next on the docket. Lorelee has changed the format of the financial report – simplified it and made it larger. The format was discussed. It was suggested that we look at the two formats side by side at the next meeting to see how this format will work for us. MMSC – OJ, Stommes  
Under new business, annual appointments of officers to the library board were voted to remain the same. MMSC – Stommes, Scheuer

Computer concerns – we have 2 public computers that run on the XP system that can't be upgraded – they are outdated – so they need to be replaced. There is money in the budget to replace them.

The DVD policy was tabled until the next meeting.

Under the director's outreach notes, we participated in Child Development Day, brought books to the house of friends, did presentations to the Creekside Creamers. Storytime will be held Monday, April 18<sup>th</sup>. And the 4K class and their families will be visiting on Monday, April 26<sup>th</sup>. Work is starting to be done with the summer library program. The theme is Building a Better World.

Under New Business, IFLS kits can be checked out for programs, such as button makers, math and science kits, drones, 3 D printer, Heat transfer kits for coffee cups as well as other interesting kits. There are lots of possibilities for uses for many of these kids.

The next meeting will be held June 28<sup>th</sup>, at 10 am.

Scheuer/OJ to adjourn MMSC.

DVD Policy with proposed changes.

Changes are underlined.

1. DVDs will be checked out for one week.
2. Service charges - \$.50 per day after due date will be charged. Maximum charge is \$3.00 per item.
3. Replacement cost may be assessed if the item is lost or damaged.
4. Patrons are responsible for letting the library know if there is a problem with the item.
5. Copies of library DVDs are not to be made. It is a violation of copyright law.
6. A \$1 fine may be assessed if an insert is missing.

Approved by the Owen Public Library Board October 30, 1991.

Revised and approved January 25, 1995.

Revised and approved May 11, 2005

Revised and approved \_\_\_\_\_

#### Library Board Members and Terms

Name	Position	Term
Deb Smith	President/School Representative	2015-2018
Jennifer Scheur	Secretary	2015-2018
Nancy Garrett		2016-2019
Jan Stommes		2016-2019
Charlie Milliron	City Council Representative	2017-2020
Mike Ojanpera		2017-2020
Roxana Reitz		2017-2020

## Electronic Communications

Written communications transmitted by electronic means, such as email or instant messaging, also may constitute a “convening of members,” depending on how the communication medium is used. Although no Wisconsin court has applied the open meetings law to these kinds of electronic communications, it is likely that the courts will try to determine whether the communications in question are more like an in-person discussion—*e.g.*, a rapid back-and-forth exchange of viewpoints among multiple members—or more like non-electronic written correspondence, which generally does not raise open meetings law concerns. If the communications closely resemble an in-person discussion, then they may constitute a meeting if they involve enough members to control an action by the body.<sup>79</sup> In addressing these questions, courts are likely to consider such factors as the following: (1) the number of participants involved in the communications; (2) the number of communications regarding the subject; (3) the time frame within which the electronic communications occurred; and (4) the extent of the conversation-like interactions reflected in the communications.

Because the applicability of the open meetings law to such electronic communications depends on the particular way in which a specific message technology is used, these technologies create special dangers for governmental officials trying to comply with the law. Although two members of a governmental body larger than four members may generally discuss the body’s business without violating the open meetings law, features like “forward” and “reply to all” common in electronic mail programs deprive a sender of control over the number and identity of the recipients who eventually may have access to the sender’s message. Moreover, it is quite possible that, through the use of electronic mail, a quorum of a governmental body may receive information on a subject within the body’s jurisdiction in an almost real-time basis, just as they would receive it in a physical gathering of the members.

Inadvertent violations of the open meetings law through the use of electronic communications can be reduced if electronic mail is used principally to transmit information one-way to a body’s membership; if the originator of the message reminds recipients to reply only to the originator, if at all; and if message recipients are scrupulous about minimizing the content and distribution of their replies. Nevertheless, because of the absence of judicial guidance on the subject, and because electronic mail creates the risk that it will be used to carry on private debate and discussion on matters that belong at public meetings subject to public scrutiny, the Attorney General’s Office strongly discourages the members of every governmental body from using electronic mail to communicate about issues within the body’s realm of authority.<sup>80</sup> Members of a governmental body may not decide matters by email voting, even if the result of the vote is later ratified at a properly noticed meeting.<sup>81</sup>

## Director's Report

- Summer reading program - Our summer reading program will kick off the weekend of the Owen Jr. Fair. For families, which I am defining as families that have children who aren't reading or still need reading support, we will have the Smart Cookie Reading Program. This will feature small prizes and craft projects every week as well as a drawing to be held the last week in August. For all independent readers we will have available short "book report" forms. They will be entered into a drawing for each form they turn in. The winners of the drawings will each receive a \$25 Barnes and Noble gift card. Our Summer reading program will conclude with guest artist and retired UWEC art education professor Karen Horan's "Making One Page Books" workshop. Please see our summer reading program brochure for more information.
- Next month I will begin working on the budget. Our support from the county has been cut due to our cost of circ falling. I think our cost of circ was unnaturally inflated in 2015 when we paid out Shirley's vacation time, sick days, etc. on her retirement. So in 2016 our cost of circ dropped again. I have looked into a few different grant opportunities to help us make up the shortfall so our cost of circ can remain consistent or be raised a little.
- September is National Library Card Month. If anyone has any ideas for celebrating this, please let me know.
- The O-W Book Club and the ShowCase Players are interested in holding a second Halloween Reader's Theater this October. I am considering using "Haunted houses" as our theme this year. We will be working with Tim Swiggum to make our program a part of Owen's fall festival.
- We received a \$100 donation from a patron with the request that we use it to buy some non-mainstream DVDs. I bought a variety of independent or under-advertised films and even a few foreign films with English subtitles. Reaction has been favorable except where the foreign films are concerned. There people either love them or hate them!