

MINUTES FOR THE MARCH 20, 2018 MEETING OF THE
BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES

I. Call to order

- A. Note compliance with open meeting law
- B. Roll call

Members present: J. Ellington, M. Grant, J. Gunnell, F. Hartmann, A. Kujawa, B. Stelling,
L. Von Asten, J. Watts, D. Wernecke

Members absent: None

Others present: M. Allen, C. Kipp, Z. Ott, N. Rybarczyk, E. Geick, E. Truman, L. Steffes,
C. Arndt, A. Szymanski, J. Funcke, J. Bergin, S. Roltgen, M. Zolper

- C. Approval of agenda
Motion to approve the agenda: L. Von Asten
Second: J. Ellington
Vote: Motion passed unanimously

- D. Approval of the February 20, 2018 Library Board meeting minutes
Motion to approve the minutes: L. Von Asten
Second: J. Gunnell
Vote: Motion passed with J. Ellington and A. Kujawa abstaining.

II. Public Hearings/Appearances:

Discussion about the specifics and details of pre-design activities (needs assessment, programming) and relationship to the library strategic planning – Carter Arndt and Al Szymanski, MSA Professional Services

C. Arndt of MSA said a new strategic plan is recommended. They do look at the strategic plan to inform the priorities of the library and planning for adjacencies.

C. Arndt went through the proposed phases of the design and project. He said some time could be lost waiting for the strategic plan to be finished. He said they can begin phase one of the design and have the strategic plan moving forward simultaneously.

M. Grant asked for the time frame on phase one. C. Arndt said the time frame for phase one of the design was from March to end of August.

D. Wernecke said MSA-Quinn Evans allocated one month for a needs assessment in the plan. He asked them how they see that these tasks can run parallel. C. Arndt said there is a considerable amount of fact finding that needs to take place regardless of the strategic plan. He said there are many options to accomplish this.

C. Arndt said they need to know target dates for the process.

M. Grant said that all of this takes time and we do not have a great deal of time. She likes the idea of having multiple interactions with the community.

D. Wernecke said the strategic plan will help identify what to ask for in the scope of services. J. Ellington said we have a staff that knows what is needed and questioned why there needed to be so much interaction with the community.

A. Kujawa said we need to define the process for the strategic plan. He is concerned about deviating from the current plan for this project.

L. Von Asten said we have a unique opportunity for the architects to be involved with the planning processes from the beginning.

L. Steffes felt that so much work has been done and time will be lost if the progress stops.

III. Action items

A. Library Board Trustee Tony Kujawa to make a Motion to Rescind the Library Board's February 20, 2018 decision to delay negotiations with MSA-Quinn Evans until the new director is hired.

A. Kujawa said considerable time has been spent by all, including the Ad Hoc Update Review Committee and the Ad Hoc Library Expansion Committee. He also said that Keri Olson has a conflict and he shared her concerns with the board. She has resigned her position on the Ad Hoc Library Expansion Committee.

A. Kujawa said two questions need to be answered before negotiations can begin:

1. What specific activities will MSA-Quinn Evans be including in the design planning?
2. What is an acceptable stipend?

Motion to Rescind the Library Board's February 20, 2018 decision to delay negotiations with MSA-Quinn Evans until the new director is hired: A. Kujawa
Second: J. Ellington

M. Grant said her thinking at the last meeting was that waiting for the new director would be important.

A. Kujawa said it takes a significant amount of time to negotiate with some firms.

N. Rybarczyk said from his perspective, the negotiations could move forward without the new director in place. The strategic plan would definitely need to wait until the new director was hired, but planning for the needs assessments and other community input that will inform and serve as research for the new facility and strategic plan could move forward.

Roll call vote: J. Ellington-Yes, M. Grant-Yes, J. Gunnell-Yes, F. Hartmann-No, A. Kujawa-Yes, B. Stelling-Yes, L. Von Asten-Yes, J. Watts-Yes, D. Wernecke-No. Motion passed.

B. Determination of the specifics of the pre-design activities

D. Wernecke said he would like to see specifics on strategic planning and the specifics on investigating library services and space needs assessments.

A. Kujawa said the Library Board needed to talk to the architects about the specifics. D. Wernecke said the Library Board, the staff, and the community need to get clear on things and what is needed for this project.

C. Charge and membership of the Ad Hoc Library Expansion Committee

M. Grant asked if the Library Board wanted the committee to continue as is. Keri Olson has left. She also stated that the charge of the Ad Hoc Library Expansion Committee is to work with the selected architect to come up with a schematic design and develop the plan for presenting information to the city council.

Barbara McCormick was suggested to be added to the committee.

Motion to add Barbara McCormick to the Ad Hoc Library Expansion Committee: A. Kujawa

Second: L. Von Asten

Vote: Motion passed unanimously

D. Charge and membership of the Negotiating Committee

M. Grant said the committee currently consists of A, Kujawa, D. Wernecke, and F. Hartmann. She would like them to continue. A. Kujawa stated that he was not optimistic that this group could reach a decision.

M. Allen suggested the Ad Hoc Library Expansion Committee could serve as the negotiating committee.

L. Steffes suggested the full Library Board negotiate the fee and the scope of services of the architect.

E. Truman said either the full Library Board or the Ad Hoc Library Expansion Committee could negotiate the fee and the scope of services of the architects.

Motion for the full board to negotiate the fee and scope of services for the architects: A. Kujawa

Second: L. Von Asten

Roll call vote: J. Ellington-No, M. Grant-Yes, J. Gunnell-No, F. Hartmann-No, A.

Kujawa-Yes, B. Stelling-Yes, L. Von Asten-Yes, J. Watts-Yes, D. Wernecke-No. Motion passed.

A. Szymanski said he does not foresee the negotiation process to be very difficult for either side. For them, it is much more tangible to nail down the cost for phase one of the design.

E. **Closed Session** – The Library Board may go into CLOSED SESSION as per Wisconsin Statute 19.85(1)(e) for deliberating or negotiating the investing of public funds, or conducting other specified public business, whenever competitive reasons require a closed session (determination of maximum fee for the architectural firm that is acceptable for purposes of negotiation).

Motion by: A. Kujawa Second: J. Ellington Roll call vote: All trustees voted yes.

F. **Open Session** – The Library Board will return to OPEN SESSION as per Wisconsin Statute 19.85(2) to address any business that may be a result of discussion conducted in Closed Session for Agenda Item E, above.

Motion by: J. Ellington Second: A. Kujawa Roll call vote: All trustees voted yes.

G. **Closed Session** – The Library Board may go into CLOSED SESSION as per Wisconsin Statute 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Selection Committee recommendation of preferred Library Director candidate and employment offer).

Motion by: J. Ellington Second: B. Stelling Roll call vote: All trustees voted yes.

H. **Open Session** – The Library Board will return to OPEN SESSION as per Wisconsin Statute 19.85(2) to address any business that may be a result of discussion conducted in Closed Session for Agenda Item G, above.

Motion by: B. Stelling Second: J. Ellington Roll call vote: All trustees voted yes.

Motion to adopt the vote that was taken in closed session to hire Jessica Bergin as the new library director: F. Hartmann

Second: J. Ellington

Vote: Motion passed unanimously

Motion to adopt the vote that was taken in closed session to adopt the terms set forth by the Library Board and Jessica Bergin as a condition of hire: L. Von Asten

Second: J. Ellington

Vote: Motion passed unanimously

I. **Reinvestment of Trust Fund CDs maturing on March 22 and March 23**
There was discussion of changing interest rates and the wish to keep the terms of the CDs shorter.

Motion to accept the first two recommendations of Community First for 12 months at 2.03% and Summit Credit Union for 13 months at 1.39%: D. Wernecke

Second: F. Hartmann

Vote: Motion passed unanimously

- J. Final 2017 Budget with amendments
M. Allen said the new City Finance Director, Cynthia Haggard, is establishing a new process for handling the budget amendments. M. Allen shared C. Haggard's memo with the Library Board. The memo outlined some suggestions for handling the Final 2017 Budget and amendments. C. Haggard would like the Library Board's blessing for her suggestions on the final 2017 Budget. Beginning in 2018, C. Haggard will request quarterly budget amendments and as well as a spending plan for the segregated, impact fee, and building fund accounts.

Motion to accept the suggestions by the City Finance Director for the final 2017 Budget with amendments: F. Hartmann

Second: A. Kujawa

Vote: Motion passed unanimously

- K. Social with the Friends of the Baraboo Public Library Board
S. Roltgen suggested a social with the Library Board with the goal of learning the role of the Friends of the Library in the building project. The social will be on Tuesday, April 10 at 6:00 pm.

- L. Celebration for Meg Allen

M. Grant looked for options to hold a celebration for M. Allen. It was determined the celebration will take place Thursday, April 19 from 3:00 pm-5:00 pm. M. Grant said she would like to serve cake and refreshments. S. Roltgen said the Friends of the Library will take care of serving tea and coffee.

- M. Bills: F. Hartmann, Examiner

Motion to pay the bills: F. Hartmann

Second: J. Ellington

Vote: Motion passed unanimously

IV. Informational items

- A. Teen Advisory Board report: None

- B. 2013-2017 Operational Plan

M. Allen said the full operational plan will be posted to the website. The draft Executive Summary was presented for review.

- C. South Central Library System Integrated Library System Evaluation Report and Recommendation

M. Allen reported the South Central Library System and the Integrated Library System (ILS) committee went through an intensive process to evaluate options available for the system ILS. The recommendation was included in the Library Board packet.

- D. Items to defer until new Library Director is hired:

1. Trustee Training videos
2. Carpet cleaner purchase

3. Guidelines for Merit Bonuses, revised City Employee Handbook and Library Policies

These items were deferred and not discussed.

E. Financial Summary

1. Revenue and donations report
The report was reviewed.
2. Expenditure report
The report was reviewed.
3. Trust fund report
The report was reviewed.

F. Staff reports

The staff reports were reviewed.

G. Statistics

The statistics were reviewed.

H. Friends report: None

I. Correspondence: None

V. Board Member Comments

A. Kujawa reminded everyone to find a date for M. Allen to schedule a meeting with MSA-Quinn Evans.

VI. Adjourn

Motion to adjourn: J. Ellington

Second: L. Von Asten

Vote: Motion passed unanimously

Meeting adjourned at 7:45 pm.