

**MINUTES FOR THE MEETING OF THE
CARNEGIE-SCHADDE MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEES**

Date and Time: Tuesday, November 16th 2021, 5:30PM

Location: Lower Level Meeting Room, Carnegie-Schadde Memorial Public Library,
230 4th Ave, Baraboo WI 53913

Members Present: J. Ellington, L. Harthorne, F. Hartmann, A. Kujawa, B. Persche, P. Roland,
B. Stelling (arrived at 5:34pm)

Others Present: Jessica Bergin, Carey Kipp

I. Call to order (J. Ellington 5:30pm)

- A. Roll call of members
 - 1. J. Ellington (present), F. Hartmann (present), A. Kujawa (present), B. Persche (present), P. Roland (present), L. Steffes (absent), B. Stelling (arrived at 5:34pm), E. Blasing (absent, excused), L. Harthorne (present)
- B. Note compliance with Open Meeting Law--J. Ellington
- C. Approval of the October 19, 2021 Library Board meeting minutes
 - 1. Motion to approve the October 19, 2021 meeting minutes--F. Hartmann
 - 2. Second--L. Harthorne
 - 3. voice vote
 - 4. Motion passes
- D. Approval of the Agenda
 - 1. Motion to approve the agenda--L. Harthorne
 - 2. Second- B. Persche
 - 3. Voice Vote
 - 4. Motion passes

II. Public Hearings/Appearances

III. Action items

- A. Bills: J. Ellington, Examiner
 - 1. Motion-J. Ellington
 - 2. Second-B. Persche
 - 3. B. Persche (aye), P. Roland (aye), B. Stelling (aye), L. Harthorne (aye), J. Ellington (aye), F. Hartmann (aye), A. Kujawa All aye
 - 4. Motion passes

IV. Information items

- A. Library expansion project update--J. Ellington and J. Bergin--John talked with Al Szymanski about the current state of construction projects.
 - 1. Loan status report--Jessica reported that Tammy Baldwin's office is willing to help with the USDA loan. (Forrest asks John to follow up with the city to find out about alternative loan options. Jessica will follow up with the City Administrator as well to see what the opportunities may be.)
 - 2. Grant application status report
 - a. The grant application as been submitted
 - b. Deadline extended, so we won't find out until January
 - c. Alison Martin from Sauey Foundation asked for an update

- B. Trustee Training week reports
 - 1. Trustee Leadership: Bringing it All Together- J. Ellington
 - a. Speak with the same voice
 - b. Do not speak to the press, refer to Director
 - c. Do we need a building supervisor in the future?
 - d. Do not speak with employees about personnel issues
 - e. We set policies, not procedures
 - f. Note to mix up committees
 - g. Suggestion to read section two of the essentials

- C. Financial Reports
 - 1. Revenue and donations report (another donation will be on the next report)
 - 2. General Fund Income Statement with Comparison to Budget report
 - 3. Building project fund report
 - 4. Trust Fund report
 - 5. Third Oak statement

- D. Staff reports
 - 1. Adult Services and Technology Report
 - a. Adult Programs
 - 2. Youth Services Report--Carey Kipp--reports on efforts to get visits back up and circulation as well--see report
 - a. Program Statistics
 - b. Activity Report
 - 3. Director's Report-J. Bergin
 - a. Facilities/Grounds
 - b. Activity Report
 - i. Community Engagement/Outreach
 - ii. Projects/Events
 - iii. Operations/Personnel

- E. President's Report -J. Ellington

- F. Statistics--J. Bergin--Note the increase in circulation and new patrons.

V. Friends of the Library meeting Minutes

VI. Correspondence

VII. Adjourn (6:14 pm)

- A. Motion to adjourn--F. Hartmann
- B. Second--B. Stelling
- C. Voice Vote
- D. Motion passes

Minutes prepared by Pamela Roland