

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

Date and Time: Tuesday, December 21st 2021, 5:30PM

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

Members Present: E. Blasing, J. Ellington, F. Hartmann, A. Kujawa, B. Persche, P. Roland , L.
Steffes, B. Stelling (leaves at 6:15pm)

Others Present: Jessica Bergin, Pat Cannon (leaves 5:46pm), Carey Kipp (leaves 6:00pm)

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

- A. Roll call of members–J. Ellington (present), F. Hartmann (present), A. Kujawa (present), B. Persche (present), P. Roland (present), L. Steffes (present), B. Stelling (present), E. Blasing (present), L. Harthorne (absent, excused)
- B. Note compliance with Open Meeting Law–J. Ellington
- C. Approval of the November 16, 2021 Library Board meeting minutes
 - 1. Motion to approve Minutes from November 16, 2021–F. Hartmann
 - 2. Second–B. Persche
 - 3. Motion passes
- D. Approval of the Agenda with modification of Information items A and B switched to accommodate Pat Cannon.
 - 1. Motion to approve the agenda with above modification for 12-21-2021–P. Roland
 - 2. Second–B. Stelling
 - 3. Motion passes

II. Public Hearings/Appearances

III. Action items

- A. Bills: J. Ellington, Examiner
 - 1. Motion to pay the bills–J. Ellington
 - 2. Second–A. Kujawa
 - 3. A. Kujawa (aye), B. Persche (aye), P. Roland (aye), L. Steffes (aye), B. Stelling (aye), E. Blasing (aye), J. Ellington (aye), F. Hartmann (aye)
 - 4. Motion passes

IV. Information items

A. Library expansion project update–P. Cannon–Has not yet been approved, we have to get closing instructions. Before we can there are two items needed. 1. Legal services agreement 2. Complete appraisal of the building now and anticipated appraisal of the building at end of the project. Will cost the library \$3000-\$4000 to complete these appraisals, but they are in process. (Note: We have insurance values on the current building and an estimate of the finished building, but need to complete this nonetheless.) Documents for bids are prepared, but cannot be advertised until we get the closing instructions. There is likely to be interest once we are allowed to advertise. There will need to be a series of meetings, but the hope is that final approval will be granted at the March City Council meeting. There are other added requirements (mostly from the Wisconsin Historical Society), such as a diary/display of history of the building/changes and other landscaping requirements. Jessica and Pat expressed that they feel that they can get through the additional requirements without problems. Review of the anticipated timeline and ad for bid (although it cannot be put out until final approval is received).

B. Grant applications status report–J. Bergin–Updates on current grant applications as well as future possibilities if we receive any of the pending grants.

C. Personnel Committee report on Library Director goals check-in–Pamela Roland–Meeting could not take place in person, so the Personnel Committee touched base with Jessica Bergin and asked for a written report as well as touching base about any additional support needed. No additional support needed. Report in packet. In addition, the Personnel Committee touched base with the Management Team and confirmed that communication of schedule is going well. We also received positive feedback on the Staff Development Day.

D. Financial Reports

1. Revenue and donations report
2. General Fund Income Statement with Comparison to Budget report
3. Building project fund report
4. Trust Fund report
5. Third Oak statement

E. Staff reports

1. Adult Services and Technology Report–Nathan Rybarczyk written report
 - a. Adult Programs
2. Youth Services Report–Carey Kipp written 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–J. Ellington reports on City Administrator review/update
 - iv. Continuing Education–Report from Director about library staff burn out and challenges with enforcing current policies.

Report from School representative about burn out in the schools. Concerns expressed about social and academic institutional development. Comment from a board member about burn out in other employment areas. Several board members expressed that it is important to remember the why of what we are doing as a library board as well.

v. Facilities

F. President's Report –J. Ellington

1. Additional note on report from last meeting (Trustee Leadership, Bringing it All Together)

a. John Ellington, shares that if there is a problem with a staff member, the appropriate action for a board member to take is to approach the Library Director (not the staff member directly). If there is a problem with the Library Director, a library board member should talk with the Personnel Committee who can then consult the President and/or Library Board as appropriate.

b. Personnel Committee is asked to develop a policy on communication concerning problems with the Library Director to be presented at the next meeting for board discussion.

2. Staff appreciation gift and breakfast–suggests some sort of nice gift for staff. Jessica will take care of this and let us know what she does.

G. Statistics

H. Updated Board Contact Info Sheet

V. Friends of the Library meeting Minutes

VI. Correspondence

VII. Adjourn–J Ellington (6:35pm)

A. Motion to adjourn–F. Hartmann

B. Second–B. Persche

C. Voice vote

D. Motion passes/fails