

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

Date and Time: Tuesday, March 15th 2022, 5:30PM

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

Members Present: E. Blasing, J. Ellington, L. Harthorne, F. Hartmann, A. Kujawa, B. Persche,
P. Roland, L. Steffes, B. Stelling

Others Present: Jessica Bergin, Carey Kipp,

I. Call to order–J. Ellington 5:30pm

- A. Roll call of members–J. Ellington (here), F. Hartmann (here), A. Kujawa (here-phone), B. Persche (arrives online 5:43pm), P. Roland (here), L. Steffes (here), B. Stelling (arrives online at 5:34pm), E. Blasing (here-online), L. Harthorne (here)
- B. Note compliance with Open Meeting Law–J. Ellington
- C. Approval of the February 15, 2022 Library Board meeting minutes
 - 1. Motion to approve February 12, 2022 Minutes–F. Hartmann
 - 2. Second–L. Harthorne
 - 3. Voice Vote
 - 4. Motion passes
- D. Approval of the Agenda
 - 1. Motion to approve the agenda with change of youth services report to move to section II. to accommodate Carey Kipp–J. Ellington
 - 2. Second–L. Harthorne
 - 3. A. Kujawa (aye), B. Persche (aye), P. Roland (aye), L. Steffes (aye), B. Stelling (aye), E. Blasing (aye), L. Harthorne (aye), J. Ellington (aye), F. Hartmann (aye)
 - 4. Motion passes

II. Public Hearings/Appearances

(Staff services report (C. 2) by Carey Kipp–see details below.)

III. Action items

- A. Consider recommendation from Personnel Committee to approve proposal to adjust youth programming staffing
 - 1. Motion to accept the adjusted youth programming staffing plan as written:
Proposal: Effective April 1- Increase Youth Services Programming Assistant position to 32 hours per week (80% FTE), from 20 hours per week. Increase pay rate to E1 rate of \$18.47. The increased hours will also make this position benefits eligible. Increase Teen Services Coordinator position to 32 hours per

week (80% FTE), from 28.25 hours per week. Keep same pay rate, benefits. This proposal is budget neutral for the 2022 budget.--B. Stelling

2. Second--B. Persche

3. B. Persche (aye), P. Roland (aye), L. Steffes (aye), B. Stelling (aye), E. Blasing (aye), L. Harthorne (aye), J. Ellington (aye), F. Hartmann (aye), A. Kujawa (aye)

4. Motion passes

B. 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. (Library Director job performance)

Motion by: --P. Roland

Second: -- L. Harthorne

Voice vote

Motion passes

C. 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

Motion to return to open session--A. Kujawa

Second--F. Hartmann

Voice vote

Motion passed

D. Consider approval of bills in the amount of \$14,650.23--J. Ellington, Examiner

1. Motion--J. Ellington

2. Second--L. Harthorne

3. L. Steffes (aye), B. Stelling (aye), E. Blasing (aye), L. Harthorne (aye), J. Ellington (aye), F. Hartmann (aye), A. Kujawa (aye), B. Persche (aye), P. Roland (aye)

4. Motion passes

IV. Information items

A. Library expansion project update

1. Pre-construction conference meeting--update on--J. Bergin

2. Groundbreaking ceremony--J. Bergin--date and location and speakers

3. Grant application status report--J. Bergin--we did not get it. Baraboo did not get any of the three grants that were applied for.

B. Financial Reports

1. Revenue and donations report

2. General Fund Income Statement with Comparison to Budget report

3. Trust Fund report (including Building Project Fund)

4. Third Oak statement –question of when/how these funds will be spent and whether or not we should still be investing with the same investing objective. Jessica talked with Laura at Third Oak and has begun the process of liquidating as well as considering moving investment into more appropriate funds.

C. Staff reports

1. Adult Services and Technology Report
 - a. Adult Programs
2. Youth Services Report–Carey Kipp, presented at 5:34pm (Summer theme, Oceans of possibility.)
 - a. Program Statistics
 - b. Activity Report
 - *Kudos for Beth Van Curine from board member P. Roland for her support and inclusivity of all of the teens that participate in her programs.
3. Director’s Report–J. Bergin
 - a. Activity Report
 - i. Community Engagement/Outreach
 - ii. Projects/Events
 - iii. Operations/Personnel
 - iv. 2023 Budget
 - b. Library newspaper column
 - c. Library newsletter

D. President’s Report –nothing

E. Statistics

V. Friends of the Library meeting Minutes

VI. Correspondence –thank you card from staff to library board for appreciation
b-fast/mugs

VII. Adjourn–J. Ellington 6:30pm

- A. Motion to adjourn–P. Roland
- B. Second–L. Harthorne
- C. Voice vote
- D. Motion passes