

Friends of the Carnegie-Schadde Memorial Public Library

Meeting Minutes

Tuesday, March 8, 2022 – 6:00pm

Location: Library Program Room

Members Present: Jessica Bergin, Emily Olson, Tut Gramling, Barbara Lund, John Ellington, Pat Shear, Danielle Bollig

Members Absent: Nancy Toberman

I. Call to order

A. Meeting was called to order at 6:27pm by board president Emily Olson with Barbara Lund as recording secretary.

B. Review of Agenda

Tut Gramling motioned to approve the agenda. John Ellington seconded. Motion approved.

C. Approval of Minutes from Last Meeting

Barbara Lund motioned to approve the minutes from December 14th, 2021. John Ellington seconded. Motion approved.

II. Treasurer's Report

Tut reported that money coming in from membership and the book cart are down, but that is not uncommon for this time of year. This percentage of the budget is way over for the third month.

III. Correspondence and New Memberships

Thank-you cards have gone out to new members.

IV. Director's Report

Jessica reported that the contract has been signed with Vogel Brothers. They are now working on a timeline for construction. The groundbreaking ceremony will be April 28th at noon. It will be somewhere near the front of the building. Real construction will possibly start 4-8 weeks from now. Some materials, like the electrical box, are backordered. Jessica is also working on staffing restructure. Hours from the recently retired staff member will be added to existing positions. She is already starting to work on the 2023 budget. There will be drastic city budget cuts that will affect the library. The 8% cuts in each city department comes

to about \$46,000 for the library. There will be higher expenses with the new building, so the Friends may be asked to help finance some needed items.

V. Special Committee Reports

- A.** Music with Friends - No discussion
- B.** Book Sale - On hold
- C.** Books for Newborns - Pat reported a new supply of books came in and she will soon be wrapping them.
- D.** Social Media - Jessica reported that not much is going on at this time. She will soon start to advertise the groundbreaking ceremony.

VI. Unfinished Business

- A.** Online Memberships - Since the new city finance director is still trying to catch up, online membership will be tabled till a later date, possibly next year.
- B.** Staff Appreciation - Barbara mentioned it would be difficult to provide a hot meal since not all staff work on one day. She presented the idea of putting out miscellaneous take-n-go packaged snacks like popcorn, nuts, cookies, etc. on the Monday of National Library week. A budget of up to \$200 is approved. Emily reminded everyone to take pictures of any events.

VII. New Business

- A.** Disbursement Approval - A disbursement was approved for \$307.35 for the purchase of board books for newborns from Ingram. Who can sign disbursements is written in the bylaws, so we will continue to think about making this process more efficient.
- B.** Community Read Sponsorship - This year's book is *Fine: A Comic About Gender* by Rhea Ewing. In the past, the Friends have sponsored the purchase of books for the community. The library puts about 5 books in circulation and provides about 100 to give away. Tut Gramling moved to provide a \$500 sponsorship to the Baraboo Community Read program. Pat Shear seconded. Motion approved. This money will come out of the discretionary budget.
- C.** Groundbreaking Ceremony - Event is set for Thursday, April 28th at 12pm. Friends have been planning a marching band, hard hats for kids and cookies.

Jessica suggested we put a pin in the marching band idea and save that for the grand opening. Tut is looking into hard hats for about 20 kids and cookies for about 75 people. In the event of rain, speakers will move inside, and outdoor activities will be under a tent. Barbara Lund moved to budget \$150 from the events budget for the groundbreaking ceremony. Pat Shear seconded. Motion approved. There was discussion that staff will be working on future programs that will revolve around the Vogel Brothers large equipment.

- D. New Board Positions - Two new people would like to join our board. Jessica Bergin motioned to approve Nancy Toberman for Vice President and Danielle Bollig for Nonexecutive Board Member. Tut Gramling seconded. Motion approved.
- E. Thank You Cards - Thank you cards were distributed to those present.
- F. Next Meeting - This was the last meeting at the library before the new construction. Discussion about future meeting locations included the conference room at City Hall, and the meeting room at the Chamber of Commerce. Jessica will check into City Hall. The next meeting is scheduled for Tuesday, April 12th at 6pm.

VIII. Adjournment

Tut Gramling motioned to adjourn at 6:49pm. Pat Shear seconded. Motion approved.