

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

**Date and Time:** Tuesday, April 19th 2022, 5:30PM

**Location:** Baraboo Area Chamber of Commerce, 600 W. Chestnut, Baraboo WI 53913

**Members Present:** E. Blasing (arrives at 5:35pm), J. Ellington, L. Harthorne, F. Hartmann, A. Kujawa (telephone), B. Persche, P. Roland, L. Steffes, B. Stelling (online)

**Others Present:** Jessica Bergin

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

- A. Roll call of members
  - 1. J. Ellington (present), F. Hartmann (present), A. Kujawa (present), B. Persche (present), P. Roland (present), L. Steffes (present), B. Stelling (present–online), E. Blasing (arrives at 5:35pm), L. Harthorne (present)
- B. Note compliance with Open Meeting Law–J. Ellington
- C. Approval of the March 15, 2022 Library Board meeting minutes
  - 1. Motion to approve the March 15, 2022 Library Board 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–P. Roland
  - 2. Second–B. Persche
  - 3. Voice vote
  - 4. Motion passes

**II. Public Hearings/Appearances–NONE**

**III. Action items**

- A. Consider proposal to implement new staffing structure in 2023
  - 1. Organization chart–J. Bergin (review of documents and explanation of changes and how the new organization would function and budgetary issues addressed).
    - a. Motion to accept the new organization chart as presented–A. Kujawa
    - b. Second–L. Harthorne
    - c. 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)
    - d. Motion passes
  - 2. Job descriptions–J. Bergin (review of documents and explanation of changes to job descriptions as well as hours and benefits eligibility) Note: we

need more custodian and maintenance hours, but because of the budget cuts, there is not the budget to do that in 2023.

a. Motion to approve new job descriptions with recommended changes (Library Assistant I–Public Services– change “part time benefits eligible” to “not benefits eligible”) – P. Roland

b. Second–L. Steffes

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

d. Motion passes

B. Consider proposal to allow City Finance staff to post check to water utility upon approval from the library board’s bill examiner to avoid paying late penalties.--J. Bergin

1. Motion to allow City Finance staff to post check to water utility upon approval from the library board’s bill examiner to avoid paying late penalties–A. Kujawa

2. Second–E. Blasing

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

C. **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 annual evaluation)

1. Motion–P. Roland

2. Second–L. Harthorne

3. Voice Vote per President

4. Motion passes

D. **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

1. Motion–P. Roland

2. Second–A. Kujawa

3. Voice vote per President

4. Motion passes

Motion to accept the recommendation of the Personnel Committee with regard to Jessica Bergin’s Annual Review and Performance Evaluation and pay changes–A. Kujawa

Second– L. Harthorne

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

F. Motion passes

(P. Roland will deliver completed and approved Performance Evaluation and Change form to city Administrator on Wednesday, April 20.)

- G. Consider approval of bills in the amount of \$464,893.61 (including a payment to the CDA) : J. Ellington, Examiner (John Ellington shared that he will be the sole board member to approve the bills throughout the building project.)
1. Motion to pay bills–J. Ellington
  2. Second–L. Steffes
  3. L. Harnthorne (aye), J. Ellington (aye), F. Hartmann (aye), A. Kujawa (aye), B. Persche (aye), P. Roland (aye), L. Steffes (aye), B. Stelling (aye), E. Blasing (aye)
  4. Motion passes

#### IV. Information items

- A. Library expansion project update–J. Bergin
1. Current status of construction
    - a. Has begun–discussion of the next few steps
    - b. Groundbreaking celebration on the 28th of April
  2. Current status of library operations
  3. Timeline/schedule changes if any–NONE
- B. Financial Reports–J. Bergin
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
- C. Staff reports–J. Bergin
1. Adult Services and Technology Report
    - a. Adult Programs
  2. Youth Services Report
    - a. Program Statistics
    - b. Activity Report
  3. Director’s Report–J. Bergin
    - a. ARPA grant awards (electronic after hours lockers)
    - b. Activity Report
      - i. Community Engagement/Outreach
      - ii. Projects/Events
      - iii. Operations/Personnel
      - iv. 2023 Budget–JB met with City Administrator and City Finance Representative and they approved the draft so it will move forward on schedule.
      - v. Newspaper column
      - vi. Monthly newsletter

#### Other notes:

1. If there are individuals or groups challenging library materials, please refer them to the library staff so that a staff member can help them, per the materials selection policy, obtain a form that they can fill out and submit to the director.
2. A huge thank you to Lynn Harthorne for help clearing out files in the Library Director’s office.
3. Annual report submitted to the County.

D. President's Report—J. Ellington—None

E. Statistics—Highlights: New patrons up 100%, Library visits are up 60% from this time last year.

**V. Friends of the Library meeting Minutes**

**VI. Correspondence—None**

**VII. Adjourn (6:49pm)**

A. Motion to adjourn—F. Hartmann

B. Second—L. Hartmann

C. Voice Vote

D. Motion passes