

MINUTES OF THE JUNE 19, 2018 MEETING OF THE BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES

I. Call to order

A. Note compliance with Open Meeting Law

The meeting was called to order at 5:33 pm.

B. Roll call

Members present: J. Ellington, F. Hartmann, A. Kujawa, L. Von Asten, J. Watts

Members absent: M. Grant, J. Gunnell, B. Stelling, D. Wernecke

Others present: J. Bergin, C. Kipp, N. Rybarczyk, B. Persche, L. Stanek

C. Approval of the agenda

Motion to approve the agenda: F. Hartmann

Second: L. Von Asten

Vote: Motion passed unanimously.

D. Approval of the May 15, 2018 Library Board meeting minutes

Motion to approve the minutes: A. Kujawa

Second: F. Hartmann

Vote: Motion passed unanimously.

II. Public Hearings/Appearances – Report from Laura Stanek from Raymond James Investments

L. Stanek gave an update on the performance of the investments with Raymond James. She also wanted to know what the plans for the funds were in the near future. J. Ellington said the building project is still on the schedule for 2021. L. Stanek said if money was taken out of CDs to pay for the architectural work, she would need to balance the account so we were in compliance with our policy.

Discussion continued on when money would be needed for the architectural fees.

III. Action Items

A. Recognition of service of departing trustees: Mary Grant and David Wernecke

M. Grant and D. Wernecke were not in attendance. J. Bergin reported a reception for M.

Grant's service to the library board was being planned for July 17 at 4:00 pm. She has reached out to the Friends for help with the reception.

B. Recommendation of board officers from the Nominating Committee

L. Von Asten reported the Nominating Committee recommends John Ellington for President, Jennifer Watts for Vice President and Forrest Hartmann for Financial Secretary.

Motion to accept the recommendation of board officers from the Nominating Committee: L. Von Asten

Second: A. Kujawa

Roll call vote: J. Ellington-yes, F. Hartmann-yes, A. Kujawa-yes, L. Von Asten-yes, J. Watts-yes.

Motion passed.

C. Proposal to donate Sauk County historical items to Sauk County Historical Society

J. Bergen went over the Deed of Gift located in the Board packet.

Motion to donate the Sauk County historical items to the Sauk County Historical Society as listed in the Deed of Gift: F. Hartmann

Second: A. Kujawa

Vote: Motion passed unanimously.

- D. Proposal to purchase bottle filler water fountain from Segregated Fund to replace broken fountain on lower level

J. Bergin discussed the proposals in the packet for the drinking fountain. She proposed that the money to pay for it could come from either the Building Fund or segregated funds.

Motion to purchase a new drinking fountain from Sprecher Plumbing: J. Ellington

Second: L. Von Asten

Discussion of how to pay for the drinking fountain followed.

Motion to purchase a new drinking fountain from Sprecher Plumbing with all related expenses to be paid from the Building Fund: J. Ellington

Second: L. Von Asten

Roll call vote: J. Ellington-yes, F. Hartmann-yes, A. Kujawa-yes, L. Von Asten-yes, J. Watts-yes.

Motion passed.

- E. Memorandum of Understanding (MOU) for Strategic Planning Consulting from Wisconsin Library Service (WiLS)

The MOU is a follow up from the last meeting. It outlines all of the services WiLS would provide to us regarding the strategic plan. The time frame is 6 months and the process is proposed to begin August 1.

Motion to engage WiLS for \$7,875 for the strategic planning process: A. Kujawa

Second: L. Von Asten

L. Von Asten suggested to add other languages proposed as optional by WiLS. This could be added later.

J. Bergin said this could be paid from the building fund.

Roll call vote: J. Ellington-yes, F. Hartmann-yes, A. Kujawa-yes, L. Von Asten-yes, J. Watts-yes

Motion passed.

- F. Discuss City Council Goal Setting for 2019 report from J. Bergin

J. Bergin reported the goal setting session was postponed to July.

First, J. Bergin will discuss the staffing concerns regarding the library page position. She met with all library staff and more than half of the staff said that this is a critical concern. She is looking at a half time position and the notes she had from M. Allen said the position will cost \$13,000.

She also was going to bring up the subject of dental insurance. A. Kujawa recommended getting comparable data on cost.

As far as the library building project and expansion status, she was going to report that everything was on schedule and moving forward. She was also going to discuss the current maintenance demands and costs for the building.

A. Kujawa suggested reconsidering dental insurance if the priority was the library page position.

G. Discuss considering other agencies to share space in new building

J. Bergin said this agenda item stems from a conversation she had with the mayor. The idea was that there was a potential for cost sharing.

Discussion continued on the possibility of others agencies using the space, what it would involve, and space requirements.

H. Bills: J. Watts, examiner

Motion to pay the bills: J. Watts

Second: L. Von Asten

Roll call vote: J. Ellington-yes, F. Hartmann-yes, A. Kujawa-yes, L. Von Asten-yes, J. Watts-yes.

Motion passed.

IV. Informational items

A. Emergency Procedures Handbook (newly completed)

J. Bergin said N. Rybarczyk completed the Emergency Procedures booklet and it will be sent out to staff.

B. Teen Advisory Board report

No report.

C. Financial Summary

1. Revenue and donations report

The report was reviewed. On page 47 of the packet, J. Bergin highlighted the YTD budget report she created. She also discussed being over budget in salaries and wages with the causes possibly being staff meetings, no training budget, not enough budgeted for sub hours, and merit pay. She is working with L. Laux to find solutions to the issues.

2. Expenditure report

The report was reviewed.

3. Trust Fund report

The report was reviewed.

D. Staff reports

1. Director's Report

J. Bergin highlighted the meeting she had with MSA and WiLS. She hopes to have the contract next week and will send it out to the board for review.

A. Kujawa commended J. Bergin on the work done with the International Crane Foundation and their Good Idea Grant for the Adventure Pass project.

J. Bergin reported MSA wanted the original blueprints for the library, but she has not been able to find any through various archives. MSA can proceed without them, but said it would save time if they had them.

2. Adult Services/Technology Report

N. Rybarczyk highlighted the status with the RFID project and the status of the CenturyLink internet connection.

3. Youth Services Report

C. Kipp highlighted upcoming youth programs.

E. Statistics

The statistics were reviewed.

F. Friends report

J. Bergin reported the Friends have approved \$500 for the Volunteer Recognition Breakfast to be scheduled in August. They will also be sponsoring our BookPage subscription for 100 copies per month.

G. Correspondence

None.

V. Board Member Comments

J. Ellington requested to get the Board packet no later than the Saturday before the meeting.

VI. Adjourn

Motion to adjourn: A. Kujawa

Second: F. Hartmann

Vote: Motion passed unanimously

The meeting adjourned at 6:53 pm.