

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

**Date and Time:** Tuesday, June 21, 2022, 5:30PM

**Location:** Conference Room (use South door), Baraboo Area  
Chamber of Commerce, 600 W. Chestnut, Baraboo WI 53913

**Members Present:** J. Ellington, L. Harthorne, F. Hartmann, A. Kujawa, P. Roland, L. Steffes

**Others Present:** Jessica Bergin, Misty Muter (arrives 6:25pm), Annette Crowder, Pat Cannon (leaves 5:53pm), Laura Stanek, Sue Eldred-Kujawa

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

A. Roll call of members

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

B. Note compliance with Open Meeting Law—J. Ellington

C. Approval of the May 17, 2022 Library Board meeting minutes

1. Motion to approve May 17, 2022 Minutes—F. Hartmann
2. Second—L. Harthorne
3. Voice Vote
4. Motion passes

D. Approval of the Agenda

1. Motion to approve agenda with addition of E. Blasing under recognition, 1 year—A. Kujawa
2. Second—L. Steffes
3. Voice Vote
4. Motion passes

**II. Public Hearings/Appearances**

- A. Annual investment update from Third Oak- Laura Stanek—Consider what the time frame is and how the money from the Third Oak account needs to be allocated/spent. (Short term/long term, how the money will be spent.) John Ellington and Jessica Bergin agree that there are no immediate needs. They refer the issue to the Finance Committee for further direction.

**III. Recognition (5:55pm)**

- A. Board service recognition for Tony Kujawa, 26 years and Pamela Roland, 3 years and Eric Blasing, 1 year.

#### **IV. Action items**

- A. Consider approval of revised annual library board calendar
  - 1. President directs that we don't need a motion to approve this calendar since it is a guide.
  - 2. Consider approval of bills in the amount of \$7638.70: J. Ellington, Examiner
  - 3. Motion to pay bills in the amount of \$7638.70–J. Ellington
    - a) Second–L. Harthorne
    - b) Roll call vote–L. Steffes (aye), L. Harthorne (aye), J. Ellington (aye), F. Hartmann (aye), A. Kujawa (aye), P. Roland (aye)
    - c) Motion passes

#### **V. Information items**

- A. Library expansion project update
  - 1. Current status of construction & change orders – Pat Cannon (5:39pm)--
    - a) Update on gutters, etc. (mesh membrane instead of copper–some discussion on how the charges for time will work).
    - b) MSA to contact Vogel about the roof situation. Asking for full inspection on the roof to be done by Vogel will be looking for a consultant to provide the roof inspection. Lichen growing on the roof tiles.
    - c) Financial draw of Library's money coming up. Questions about the total cost of that withdrawal due to issues concerning the sorter.
    - d) Steel going up beginning of August.
    - e) Updates on costs, payments, and line of credit.
    - f) Audio Visual equipment bids have come in.
    - g) Solar additions are out for bid.
    - h) Furniture won't be out for bid until fall.
  - 2. Report back on AIA contract scope–Jessica Bergin (Pat Cannon consulting). Contract was clear that they were not going to make any guarantees with regard to the original building.
  - 3. Automated sorter study (6:04pm) Jessica Bergin--machine that checks in returned items and sorts them into bins where they need to go. (When Jessica came on, it was assumed that there would be a five bin sorter \$123,000, plus \$11,000 per year.) Jessica will

work with Nathan and Zach to work on a study to figure out return on investment numbers as well as other (smaller) options as well as considering timing. Is this something that we need now? (This will include visits to libraries with sorters—they are all bigger.) Forest Hartmann expresses that it should focus on economic benefit, not return on investment. Request for information on the expected life of the machine. (Some don't have a manual feed option.) –Results of study and a possible recommendation will be presented to the board in July.

4. Furnishings, solar, etc.--Covered by Pat Cannon previously.

**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

**C. Staff reports**

1. Adult Services and Technology Report
  - a. Adult Programs
2. Youth Services Report
  - a. Program Statistics
  - b. Activity Report
3. Director's Report
  - a. Activity Report
    - i. Board recruitment
    - ii. Community Engagement/Outreach
    - iii. Projects/Events
    - iv. Operations/Personnel
    - v. Newspaper column
    - vi. Monthly newsletter
    - vii. Share Mary Grant's speech from Groundbreaking (Is it possible to share on the website? Jessica will look into it.)

**D. President's Report—J. Ellington—**

Thanks to Pamela for her work as Recording Secretary and on the Personnel Committee. And, thanks to Tony for his service both 20 years as superintendent as well as his recent 6 years.

**E. Statistics—Jessica Bergin—New library cards are up from last year by 60%**

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

**VII. Correspondence**

**VIII. Adjourn—J. Ellington (7:01pm)**

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

Minutes taken by P. Roland

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

E. Blasing, L. Harnthorne, J. Ellington, F. Hartmann, A. Kujawa, B. Persche, P. Roland, L. Steffes, B. Stelling

L. Harnthorne, J. Ellington, F. Hartmann, A. Kujawa, B. Persche, P. Roland, L. Steffes, B. Stelling, E. Blasing