

**MINUTES OF THE JULY 18, 2017 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 5:30 pm.

Members present: J. Ellington, M. Grant, F. Hartmann, A. Kujawa, J. McMahon, B. Stelling, L. Von Asten, J. Watts, D. Wernecke

Members absent: None

Others present: M. Allen, C. Kipp, N. Rybarczyk, K. Roland

B. Approve agenda

Motion to approve: F. Hartmann

Second: A. Kujawa

Vote: Motion passed unanimously

C. Approve the June 20, 2017 Library Board meeting minutes

Motion to approve: J. Ellington

Second: A. Kujawa

Vote: Motion passed unanimously

II. Annual meeting

A. Election of officers – nominees:

President – Mary Grant

Vice President – John Ellington

Financial Secretary – Forrest Hartmann

Motion to elect the slate of officers as presented: D. Wernecke

Second: A. Kujawa

Vote: Motion passed unanimously

B. Appointments to standing committees and Friends of the Library

M. Grant appointed Trustees to the following committees:

1. Building & Grounds: D. Wernecke
2. Finance: F. Hartmann, A. Kujawa, M. Grant
3. Personnel: J. Ellington, B. Stelling
4. Policy: J. McMahon
5. Friends representative: J. Watts

C. Establish regular Library Board meeting date and time for the coming year

Motion to meet at 5:30 PM on the third Tuesday of every month: A. Kujawa

Second: J. Ellington

Vote: Motion passed unanimously

III. Unfinished business

A. Teen Advisory Board report

K. Roland reported Teen Tuesday is going well. There are a couple of teen volunteers helping out at the circus parade. The Teen Lock-In will be August 8-9.

B. Ad Hoc Building Upgrade Committee (BUC) report

1. Develop a request for proposals to hire an architect and expedite the hiring process

A. Kujawa reported the committee was trying to work on cutting down the time frame on hiring an architect. M. Allen was investigating what other libraries have done and look at other architects that have done projects for other South Central libraries. The committee will run everything by the City Attorney and the City Engineer when they are ready to move forward.

M. Grant asked all board members to come to the City Council meeting at 7:00 PM on July 25.

M. Allen got in touch with SCLS Building and Design Consultant Deb Haeffner and received proposals for the Madison Public Library Pinney Branch and for the Marshfield Public Library. City Engineer Tom Pinion shared proposals on the UW Baraboo Science Building and the Public Safety Building.

D. Haeffner suggested another strategic plan could be done to help inform and develop a new building. It would be a great community engagement tool. M. Grant suggested thinking about completing another needs assessment. She felt that a needs assessment could engage more of the community.

There was further discussion regarding a needs assessment and if it was needed or if it should be done in conjunction with a strategic plan.

Motion to allow the Building Upgrade Committee to develop a request for proposals to hire an architect and expedite the hiring of an architect to be approved by the Library Board: J. Ellington

Second: L. Von Asten

F. Hartmann asked for clarification on how long the expedited process will take. M. Grant said less than four or five months.

Vote: Motion passed unanimously

C. Reading Room project update

M. Allen said there is a walk-through scheduled for July 25 with OPN. M. Grant suggested inviting the committee members who worked on the project as well.

D. Small business support initiative update

M. Allen reported there is a draft plan of action and the hope is to schedule classes in early 2018. D. Wernecke was interested to know more about what the library's role is and the commitment to this project by the Sauey Family Foundation. He said that this was initially supposed to be an investigation about what was needed and there was concern expressed by the Library Board the last time about the costs and time commitment. F. Hartmann was concerned that there was no commitment in writing. M. Allen said the Sauey Family Foundation wants a budget for the project and wondered if that was specific enough.

The consensus was the Library Board would like to see a plan and a budget for this initiative.

- E. Baraboo area Latino community needs assessment update
Madison College will be offering free ESL classes at UW-Baraboo. M. Allen is looking for opportunities to get the word out about the classes.

IV. New business

A. Budget amendments

We are way over budget in line 311. M. Allen proposed the following amendments:

- \$5,000 from General Fund Surplus reserves to 311 – Automation, Software, and Supplies
- \$950 from 328 AV (Youth) to 391 – Programming (Adult)
- \$500 from 324 – Children’s Books and take \$250 for 391 – programming (Youth) and \$250 for 323 – Adult Fiction
- \$1,000 from General Fund Surplus Reserves to 322 – Adult Nonfiction
- \$1,050 from General Fund Surplus Reserves to 323 – Adult Fiction
- \$300 from General Fund Surplus Reserves to 340 – Operating Supplies – for new play kitchen and play food.

Motion to approve the budget amendments: D. Wernecke

Second: J. Ellington

Vote: Motion passed unanimously

B. Proposal for expenditure of remaining 2017 Sauk County Technology Funds

M. Allen decided to break up the remaining funds between the two departments and give them \$640 each. Youth Services would like to spend the money to purchase additional Playaway Launchpads. Adult Services would like to spend the money on Playaway Locks, which contain preloaded ebooks and require no maintenance.

Motion to approve the proposal: J. McMahon

Second: J. Ellington

Vote: Motion passed unanimously

V. Financial summary

A. Bills: J. McMahon

Motion to pay the bills: J. McMahon

Second: D. Wernecke

Vote: Motion passed unanimously

B. Revenue and donations report

The report was reviewed.

C. Expenditure report

The report was reviewed.

D. Trust fund report

The report was reviewed. M. Allen reported a new statement was received from Raymond James.

M. Grant requested information on what the rate of return has been so far on the DANA investment.

VI. Consent agenda

L. Von Asten reported that the Friends of the Library are looking for officers. All offices are open.

Motion to approve the consent agenda: A. Kujawa

Second: J. McMahon

Vote: Motion passed unanimously

VII. Adjournment

Motion to adjourn: D. Wernecke

Second: A. Kujawa

Vote: Motion passed unanimously

Meeting adjourned at 6:38 PM.