

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

Date and Time: Tuesday, July 20, 2021, 5:30PM

Location: Lower Level Meeting Room, Carnegie-Schadde Memorial Public Library, 230 4th Ave, Baraboo WI 53913

Members Present: J. Ellington, L. Harthorne, F. Hartmann, A. Kujawa, B. Persche, P. Roland, L. Steffes (leaves at 6:00pm), B. Stelling

Others Present: Jessica Bergin, Carey Kipp

I. **Call to order 5:32pm**

- A. Roll call of members
 - 1. J. Ellington (present), F. Hartmann (present), A. Kujawa (present- phone), B. Persche (present), P. Roland (present), L. Steffes (present- online), B. Stelling (present), L. Harthorne (present)
- B. Note compliance with Open Meeting Law--J. Ellington
- C. Approval of the June 15, 2021 Library Board meeting minutes
 - 1. Motion to approve meeting minutes--F. Hartman
 - 2. Second--L. Harthorne
 - 3. F. Hartmann (aye), A. Kujawa (abstain), B. Persche (aye), P. Roland (abstain), B. Stelling (aye), L. Harthorne (aye), J. Ellington (aye), L. Steffes (aye)
 - 4. Motion passes
- D. Approval of the Agenda
 - 1. Motion to approve the agenda with removal of I. B. (recommended representative is outside the school district and therefore cannot serve on the board at this time) and will not be providing an updated contact sheet until the new board member is named. -P. Roland
 - 2. Second- L. Harthorne
 - 3. A. Kujawa (aye), B. Persche (aye), L. Steffes (aye), P. Roland (aye), B. Stelling (no response), L. Harthorne (aye), J. Ellington (aye), F. Hartmann (aye)
 - 4. Motion passes

II. **Public Hearings/Appearances**

III. **Action items**

- A. Board officer elections--consider recommendation from nominating committee
 - 1. John Ellington opens other nominations for president of the board (none), Vice President (none), Recording Secretary (none), Financial Secretary (none). Since none are offered...
 - 2. Motion to accept recommendations from the nominating committee (John Ellington-President, Beth Persche-Vice President, Pamela Roland-Recording Secretary, Forrest Hartmann, Financial Secretary)--A. Kujawa
 - 3. Second--B. Persche
 - 4. Roll call--B. Persche (aye), P. Roland (aye), B. Stelling (no response), L. Steffes (aye), L. Harthorne (aye), J. Ellington (aye), F. Hartmann (aye), A. Kujawa (aye)
 - 5. Motion passes

- B. Consider committee assignments from President--John Ellington
 - 1. Assignments delayed until new board member is named.
- C. Consider budget priority recommendation from finance committee (see minutes) 2023 updated needs, but 2022 will be pretty much the same. (J. Ellington shares that due to legislative changes, there may be some concerns with the 2022 budget.) Classification study will need to be updated by the city.
 - 1. Motion to approve the budget priority recommendations from the committee--A. Kujawa
 - 2. Second--F.Hartmann
 - 3. P. Roland (aye), L. Steffes (aye), B. Stelling (aye), L. Harthorne (aye), J. Ellington (aye), F. Hartmann (aye), A. Kujawa (aye), B. Persche (aye)
 - 4. Motion passes
- D. Bills: J. Ellington, Examiner
 - 1. Motion to pay the bills--J. Ellington
 - 2. Second--F. Hartmann
 - 3. L. Steffes (aye), B. Stelling (aye), L. Harthorne (aye), J. Ellington (aye), F. Hartmann (aye), A. Kujawa (aye), B. Persche (aye), P. Roland (aye)
 - 4. Motion passes

IV. Information items

- A. Library expansion project update
 - 1. Updated project schedule is not available (USDA seems to be at a standstill. They have asked for another document--appraisal of current building--but otherwise there is no movement.)
- B. Financial Reports
 - 1. Revenue and donations report
 - 2. General Fund Income Statement with Comparison to Budget report
 - 3. Trust Fund report
 - 4. Third Oak statement
 - 5. Building project fund report
- C. Staff reports
 - 1. Adult Services and Technology Report
 - a) Adult Programs for May
 - 2. Youth Services Report
 - a) Program Statistics
 - b) Activity Report
 - 3. Director's Report
 - a. Personnel Changes
 - b. Activity of last month
 - c. Library Name Change
 - d. Sunshine fund donation
- D. Updated trustee contact info (will be provided at a later time due to the uncertainty of the public school district representative)
- E. President's Report --Note: trustee training week in August.
- F. Statistics

V. Friends of the Library meeting Minutes

VI. Correspondence

- VII. Adjourn 6:13pm**
- A. Motion to adjourn--L. Harthorne
 - B. Second--F. Hartmann
 - C. Voice vote
 - D. Motion passes
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Minutes prepared by P. Roland