

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

**Date and Time:** Tuesday, August 17, 2021, 5:30PM

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

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

**Others Present:** Jessica Bergin, Carey Kipp, Pat Cannon from 5:40-5:43pm via phone

### I. **Call to order--J. Ellington 5:30pm**

- A. Roll call of members: J. Ellington (present), F. Hartmann (present), A. Kujawa (present via telephone), B. Persche (present), P. Roland (present), L. Steffes (present), B. Stelling (absent--excused), E. Blasing (present), L. Harthorne (present)
- B. Note compliance with Open Meeting Law--John Ellington
- C. Approval of the July 20, 2021 Library Board meeting minutes
  - 1. Motion to approve minutes from July 20, 2021--F. Hartmann
  - 2. Second--L. Harthorne
  - 3. VOICE Vote (all ayes)
  - 4. Motion passes
- D. Approval of the Agenda
  - 1. Motion to approve agenda--A. Kujawa
  - 2. Second--L. Steffes
  - 3. VOICE Vote (all ayes)
  - 4. Motion passes
- E. Introduce new board member Erick Blasing

### II. **Public Hearings/Appearances**

### III. **Action items**

- A. Consider elimination of vacant Shelver- Adult Services and Library Assistant positions, and creation of additional Circulation Assistant position. Jessica Bergin--Staff is supportive of the change, shelving breaks up time at the desk a bit, reduces number of different types of positions, negligible budgetary difference (a bit on the positive side).
  - 1. Motion to approve the new position as presented--L. Steffes
  - 2. Second--L. Harthorne
  - 3. Vote--B. Persche (aye), P. Roland (aye), L. Steffes (aye), E. Blasing (aye), L. Harthorne (aye), J. Ellington (aye), F. Hartmann (aye), A. Kujawa (aye)
  - 4. Motion passes
- B. Bills: J. Ellington, Examiner
  - 1. Motion to pay the bills--J. Ellington
  - 2. Second--B. Persche
  - 3. Vote--P. Roland (aye), L. Steffes (aye), E. Blasing (aye), L. Harthorne (aye), J. Ellington (aye), F. Hartmann (aye), A. Kujawa (aye), B. Persche (aye)
  - 4. Motion passes

#### **IV. Information items**

A. Library expansion project update--Pat Cannon/Jessica Bergin. The library was asked for more documents concerning how many linear feet of shelving and the minutes from the Baraboo City Council meeting approving the loan. (Pat leaves) Discussion about concerns about the delay.

1. Updated project schedule if available--no updates. The U.S.D.A. has not moved forward on the loan approval and we are being told that other than providing the additional documents, there is nothing more we can do to speed up the approval.

#### **B. Financial Reports**

1. Revenue and donations report
2. General Fund Income Statement with Comparison to Budget report
3. Trust Fund report
4. Building project fund report
5. Third Oak statement

#### **C. Staff reports**

1. Adult Services and Technology Report
  - a) Adult Programs (will be held at Civic Center over the winter)
  - b) Technology items (none)
2. Youth Services Report--Carey Kipp
  - a) Program Statistics
  - b) Activity Report
3. Director's Report
  - a. Activity of last month
  - b. 2022 Budget timeline & memo
  - c. Trustee Training week reminder

#### **D. President's Report**

1. Standing Committee assignments for 2021-2022
  - a) Personnel: Pamela Roland and Lynn Harthorne
  - b) Finance: Forrest Hartmann and Anthony Kujawa
  - c) Building and Grounds: Bekah Stelling and Erick Blasing
  - d) Policy: Lacey Steffes and Beth Persche
  - e) Nominating: Lacey Steffes and Beth Persche
  - f) Friends of the Library: John Ellington

#### **E. Statistics**

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

#### **VI. Correspondence**

#### **VII. Adjourn--J. Ellington 6:18pm**

- A. Motion to adjourn--L. Harthorne
- B. Second--L. Steffes
- C. Voice Vote--all ayes
- D. Motion passes/meeting adjourned