

MINUTES FOR THE SEPTEMBER 19, 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, B. Stelling, L. Von Asten, J. Watts

Members absent: J. McMahon, D. Wernecke

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

B. Approve agenda

Motion to approve the agenda: J. Ellington

Second: F. Hartmann

M. Allen requested to switch the order of items A and B under New Business.

Vote: Motion passed unanimously

C. Approve the August 15, 2017 Library Board meeting minutes

Motion to approve the minutes: A. Kujawa

Second: L. Von Asten

Vote: Motion passed unanimously

D. Approve the September 12, 2017 Library Board Finance Committee meeting minutes

Motion to approve the minutes: A. Kujawa

Second: F. Hartmann

Vote: Motion passed unanimously

II. Appearance: Laura Stanek, on Raymond James Investment and Trust Fund Investment goals

L. Stanek said her last visit was in February and she wanted to check in with where the Library Board was in the building process and check on the objectives for the funds.

M. Grant said that the Library expansion and remodel project is in the City's capital building plan for \$10 million in 2021. The City expects the Library to contribute \$1 million toward the project. M. Grant discussed the planning process to this point and said an RFP was being created for architectural services.

L. Stanek said there have been substantial gains in the Raymond James investment in the past few months. She recommended any funds that will be needed in the next few years should be set up conservatively.

F. Hartmann said the project was planned to take place in four years and felt nothing needed to be changed at this time. L. Stanek agreed, but suggested to make sure the investments are in compliance with the Library's policy.

M. Grant said CDs have only been obtained through the city and wondered if that was required. M. Allen said she would check with City Treasurer L. Laux.

### III. Unfinished business

#### A. Teen Advisory Board report

K. Roland said there are a good number of teens coming to Teen Tuesdays. He handed out brochures for the fall programs.

#### B. Ad Hoc Library Expansion Committee (LEC) report

A. Kujawa reported that there was no word from the consultant on the community discussions. As far as the request for proposals (RFP) was concerned, M. Allen was checking on the availability of T. Pinion to meet with the committee to discuss the RFP and make some changes.

M. Grant reported that unfortunately, B. Persche had to step away from the committee because of work commitments. She suggested asking new Friends of the Library President Sara Roltgen if she would be interested in serving on the committee.

#### C. Reading room project update

M. Allen reported she was waiting for a response from Joe Huinker on refinishing the front doors. She has not had any contact with the carpet installers and electricians to resolve the remaining issues.

#### D. Small business initiative update

M. Allen reported she met with Don Stanley from UW-Madison and he had many ideas for instruction on social media. She will be working with Stanley and the Sauey Family Foundation to develop a proposal. The meeting is planned for the first week of October, so she may have something for the October Library Board meeting.

#### E. Baraboo area Latino needs assessment update

M. Allen reported Madison College is scheduling two additional orientation and intake classes.

#### F. Discussion of proposed positions to add to the library staff as part of 2018 budget request

##### 1. Library Page, 19 hours per week

M. Allen said she made the request for the position and it was included with the budget.

##### 2. Administrative Assistant, schedule yet to be determined

M. Allen was not sure if both positions would be approved considering how the budget was unfolding and the high priority of the Library Page position. Also, as city staff move into the new city hall there may be some efficiencies that result, and we may be able to get help there.

### IV. New Business

#### A. Pay Plan update

M. Allen pointed out the handouts in the Board packet about the pay plan and the questions compiled for GovHR.

M. Grant asked how come the minimum in the library pay scale starts lower than the public works pay scale. M. Allen explained the City's philosophy of external competitiveness, not internal equity.

M. Allen may do an informal survey of the communities that were surveyed the last time for the last pay plan study. She stated that waiting for answers from GovHR may slow down our

budget process. L. Von Asten said that we should not make any budget decisions until the questions on the pay plan were answered.

B. 2018 Budget

The documentation in the packet was reviewed. M. Allen said the good news is the Library Page position is included in wages. The bad news is there are some cuts to the operating budget. All city departments received a 0.625% cut and library received an additional 2% cut because they feel the county does not fund the library appropriately. The Library Finance Committee recommended to request to have the same cut as the rest of departments.

M. Allen received a new update to the budget worksheet with the new pay plan numbers and we would need to take an additional reduction.

As far as the capital request is concerned, the Library Finance Committee approved the request for the RFID tagging project.

C. Guidelines for award of merit bonuses

M. Allen reported there are nine employees that are eligible for merit bonuses. The Library Finance Committee recommended coming up with guidelines that are easy to understand for the board and employees. They recommended that the Personnel Committee develop the guidelines.

Motion to approve the 2018 budget as presented by the Library Finance Committee: A. Kujawa

Second: F. Hartmann

Vote: Motion passed unanimously

Motion to direct the Personnel Committee to create guidelines for the award of merit bonuses:

A. Kujawa

Second: J. Ellington

Vote: Motion passed unanimously

V. Financial Summary

A. Bills: J. Watts, examiner

Motion to pay the bills: J. Watts

Second: J. Ellington

Vote: Motion passed unanimously

B. Revenue and donations report

The report was reviewed.

C. Expenditure report

The report was reviewed. M. Allen said the report does not reflect the budget amendments yet.

D. Trust fund report

The report was reviewed.

VI. Consent agenda

L. Von Asten reported that the Friends have a new set of board members.

Motion to approve the consent agenda: A. Kujawa

Second: F. Hartmann

Vote: Motion passed unanimously

J. Ellington said he had a meeting with the Adult Services staff to let them know that the Library Board will be doing things differently regarding evaluations for the Director. He will be meeting with the Youth Services staff tomorrow.

VII. Adjournment

Motion to adjourn: J. Ellington

Second: A. Kujawa

Vote: Motion passed unanimously