

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

Members noticed must notify the person who prepared the agenda (see below) at least 24 hours before the meeting if they will not be able to attend.

**Date and Time:** Tuesday, September 21, 2021, 5:30PM

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

This meeting is open to the public.

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

**Others Noticed:** Clerk's office, City Administrator, City Engineer, City Finance Director, CDA  
Director, Mayor, City Attorney, Library Staff, Media, C. Arndt

**I. Call to order**

- A. Roll call of members
- B. Note compliance with Open Meeting Law
- C. Approval of the August 17, 2021 Library Board meeting minutes
- D. Approval of the Agenda

**II. Public Hearings/Appearances**

- A. Patron C. Best appealing decision by library director re: 30 day suspension due to Conduct Policy violation

**III. Action items**

- A. Consider draft Operating and Capital Budget with Revenue Sources to be submitted to City Finance
- B. Consider gift agreement for Sandra Wichern donation and room naming
- C. Consider proposed update to Device Checkout Policy
- D. Consider proposed update to Circulation Policy
- E. Bills: J. Ellington, Examiner

**IV. Information items**

- A. Library expansion project update
  - 1. Updated project schedule if available
- B. Trustee Training week reports (two this meeting)
  - 1. Wisconsin Library Ecosystem
  - 2. Departures & Arrivals: Transitions and Succession Planning
- C. Financial Reports
  - 1. Revenue and donations report
  - 2. General Fund Income Statement with Comparison to Budget report
  - 3. Building project fund report
  - 4. Trust Fund report
  - 5. Third Oak statement

- D. 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. Activity Report
      - i. Community Engagement/Outreach
      - ii. Projects/Events
      - iii. Operations/Personnel
      - iv. Library name Change
      - v. Continuing Education
- E. President's Report
- F. Statistics

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

**VI. Correspondence**

**VII. Adjourn**

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Agenda prepared by J. Bergin

**PLEASE TAKE NOTICE** that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Library Director at 230 4<sup>th</sup> Avenue, or phone 356-6166, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.