

CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES
Friday, January 18, 2019 at 8:00am in the Library's Conference Room

Board Members Present: Jim Flynn, John Haider, Steve Hannan, Tina Pawicz, Beth Jewell, Mary Vogl-Rauscher, Samantha Stam and Alderperson Dan Doyle

Board Members Excused: Sandra David

Others Present: Sue Mevis, Library Administrator; Colleen Hallfrisch, Technology and Public Services Librarian; and Cal Hemling Wells Fargo Investment Advisor

Call to Order:

Library Board President Flynn called the meeting to order at 8:00am.

Appearances & Correspondence:

Cal Hemling the Wells Fargo Investment Advisor provided an overview of the Library's Endowment Fund portfolio. The market and thus the Endowment Fund closed lower for the year. Market volatility continues to be high at the start of 2019. Equities were at 70.67% slightly above the 70% goal. Hemling left to attend to other business at 8:10am.

Jim welcomed Colleen Hallfrisch, Technology and Public Services Librarian to the meeting. Mevis said Colleen was making herself available at Jim's request to provide an overview of 3D printing and demo the 3D printer. Colleen said that the demos she does at programs have been enthusiastically received by attendees. They are a draw and have brought new people into the library. The mini maker fair put on by the library was a hit last spring and another is in the planning stages. After a short Q&A she distributed an *All about 3D Printing* document.

Minutes of December 14, 2018:

1. *Motion by **Vogl-Rauscher** that was seconded by **Stam** to approve the minutes of the December 14, 2018 Library Board Meeting with one correction offered by Hannan. With no comment or discussion, the motion carried.*

Library Financial Report:

2. *Motion by **Hannan** with second by **Alderperson Doyle** to approve the invoice paid list dated January 18, 2019. Mevis said that the list consisted of end of 2018 invoices. No 2019 invoices were included. With no comment or discussion, the motion carried.*

There was no expenditure comparison report available to review.

Library Board Business:

3. Mevis said that Jim Flynn, John Haider and Mary Vogl-Rasucher terms expire May 1, 2019. President Flynn asked John and Mary to let the Mayor or Sue know if they would be willing to be reappointed for an additional 3 year term. Board members are appointed by the Mayor with confirmation by the City Council. Mevis said the Alderperson position on the Board is an annual Mayoral appointment. The School Superintendent or his/her designee is an ongoing appointment by State Statute.

Mevis said Wisconsin Library Association memberships were in progress and newest Board member Sam would become a member this time around. Sam asked what membership benefits were. Mevis said becoming a member of Wisconsin Library Trustee Association gives Board members an opportunity to learn more about state

library trends and services through publications issued by WLA and through attendance at workshops and conferences at a reduced rate.

Endowment Fund Period Ending December 31, 2018:

4. Under Endowment Fund business the Financial Secretary, Haider presented the Board with a Summary of Endowment Funds held by Wells Fargo Advisors period ending in December 31, 2018.

Haider also provided Board members with a Year Ended December 31, 2018 and 2017 comparison report that included all investment categories; expenditures from inception to December 31, 2018; Endowment Fund gifts received; and retained earnings from inception to December 31, 2018.

There were no Endowment Fund Deposits to acknowledge.

Building and Equipment Report:

5. None

Personnel Report:

6. Mevis said a part-time Library Clerk had been hired to replace one that retired in the fall.

Library Policies:

7. Board members reviewed and discussed the inappropriate behaviors outlined in a patron disqualification letter. **Hannan** moved with second by **Vogl-Rauscher** to confirm the patron letter of disqualification that was prepared by the City Attorney noting *disqualification is in the best interest of the library and library personnel*. Providing a pathway to reinstatement was questioned. Mevis said Board members would have the authority to reinstate library privileges by statute too. *With no comment or discussion, the motion carried.*

Mevis said as requested last month she had developed a public relations disclaimer that could be used by the Library as part of marketing. *These materials are neither sponsored nor endorsed by the Beaver Dam Community Library nor their employees or agents. These materials, and the views and information they express, do not reflect the approval or disapproval of the Library, Library Board or Library Administration.* When the library is the sponsor “are neither sponsored nor endorsed” could be replaced with “are not endorsed.” **Jewell** moved with second by **Alderson Doyle** to adopt the public relations disclaimer. *With no comment or discussion, the motion carried.*

Mevis suggestion to make developing Sponsor; Donation; and Program Policies a priority was agreeable. She would include language options co-sponsored; partnering with; contributed by in policy drafts.

She shared copies of a Summer Library Program donor letter used in prior years along with program sponsor posters. These could be a starting point for future discussion and policy decision-making.

An author event proposal presented by Bethany House publishers representing author Beverly Lewis was reviewed. Following a discussion the *Library Board requested Mevis*

notify Bethany House that the “book sales on consignment fundraiser requirement” was not possible due library policy of “no selling, solicitation or taking orders may occur in the meeting room.” Mevis said she would notify Bethany House that the Library was not in a position to sponsor the author and suggest alternate venues they might want to pursue.

Vogl-Rauscher left the meeting to attend to other business at 9:15am expressing disappointment that the author event could not be accommodated under current policy. Alderperson Doyle said it was too bad hiring the author instead was not an option as the library is not in the business of selling things.

Monarch Library System Report:

8. None.

Public Relations:

9. January and February event calendars were distributed. Mevis mentioned that the City’s new website rebranding launch is getting closer, no launch date has been set as of yet.

Library Administrator’s Report:

10. Board members reviewed the Library Items Checked out by Month report. 22,962 physical items were checked out in December. 1156 new library card holders were added in 2018. 153,622 people visited the library in 2018 up from 2017 when 146,525 people visited. This puts the average per month visit at 12,802 for 2018 up from 2017 when it was 12,210.

12,021 public internet sessions (9280.29 hours and minutes) along with 8603 wireless sessions totaling (6319.73 hours and minutes) were also logged in 2018.

Any Other Business for Placement on Future Agendas:

11. Item(s) for placement on future agendas include strategic planning and policy review.

Next Regular Meeting Date Announced:

12. *Flynn reminded the Board that the next Library Board Meeting is scheduled for Friday, February 15, 2019 in the Beaver Dam Community Library Conference Room. Flynn said he would not be at the February Meeting and VP Hannan would run the meeting.*

Meeting Adjournment:

13. *A motion was made by **Alderperson Doyle** with second by **Haider** to adjourn the meeting at 9:26 am. With no comment or discussion, the motion carried unanimously.*

Recording Secretary,

Sue Mevis Library Administrator