

CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES
Friday, February 15, 2019 at 8:00am in the Library's Conference Room Board Members

Board Members Present: Steve Hannan, John Haider, Tina Pawicz, Mary Vogl-Rauscher, Beth Jewell, and Alderperson Dan Doyle arrived at 8:10am

Board Members Excused: Jim Flynn, Samantha Stam and Sandra David

Others Present: Sue Mevis, Library Administrator

Call to Order: Library Board Vice President Hannan called the meeting to order at 8:00am.

Appearances & Correspondence: None. Mevis said the Wells Fargo Investment Advisor was unable to attend the meeting and had dropped off a printed Endowment Fund report.

Minutes of January 18, 2019:

1. *Motion by **Vogl-Rauscher** with second by **Pawicz** to approve the minutes of the January 18, 2019 Library Board Meeting. With no comment or discussion, the motion carried unanimously.*

Library Financial Report:

2. *Motion by **Jewell** with second by **Vogl-Rauscher** to approve the invoice paid list dated February 15, 2019. Mevis said for informational purposes she will continue to highlight digital and electronic resource invoices this year. She pointed out a couple big ticket items that included the SirsiDyinx Integrated Library System (ILS) annual fee and the kiosk and gates maintenance. Software updates and support are included. *With no comment or discussion, the motion carried.**

Library Board Business:

3. Mevis said that Jim Flynn had confirmed his willingness to serve an additional 3 year Library Board term in an email to her. John and Mary both confirmed their willingness to be reappointed for additional 3 year terms at the meeting. Mevis said she would notify the Mayor that they were all on board should she choose to reappointment them to the Library Board for an additional term.

Mevis announced the Wisconsin Association of Public Librarian (WAPL) conference dates May 1-3. There isn't much on their website other than hotel information. She will send the URL to their conference site page after the meeting. Funds are available in the budget for Board members and staff who might want to attend.

Endowment Fund Period Ending January 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 January 31, 2019. Haider mentioned that in light of economic fluctuations and global uncertainty Cal may have some rebalancing options for the Board to consider at a future meeting.

There were no Endowment Fund gifts or donations to acknowledge.

Building and Equipment Report:

5. Mevis presented the Board with a Building Custodial Expenses 2018 report that included a breakdown of wages; fringe benefits; custodial supplies; building repair; and capital outlay (boiler). \$197,104 was expended in 2018.

State Annual Report 2018:

6. Board members reviewed a copy of the 2018 State Annual Report. *A motion was made by Pawicz with second by Alderperson Doyle to authorize the Library Board President and Library Administrator to sign the 2018 Public Library State Annual Report as amended; along with authorizing the Board Vice President sign the 2018 System Effectiveness form indicating the system did provide effective leadership; forwarding to the various required agencies.* Mevis said that when enough libraries indicate the system did not provide effective leadership it triggers a System review.

Vogl-Rauscher asked about the public librarian certification levels and what continuing education was entailed. Mevis said levels were determined by population size of the community which puts Beaver Dam at Grade 1 the highest level. Library Directors are required to earn 100 hours of continuing education over a 5-year period and then pay a fee for recertification. She will send out a link to the DPI site that includes additional details following the meeting. *With no future discussion or comment, the motion carried.*

Board members reviewed the 2018 Library Year in Review report that is distributed to the Council and public. A 2018 Youth and Inclusive Programming infographic would also be distributed. Mevis said for informational purposes she had included some Hoopla borrowing statistics from date of launch, September 2018-February 14, 2019. New borrowers have registered each month for the service and circulation was higher each month, which is what we wanted to see happening.

Personnel Report:

7. Mevis said that due to health reasons a part-time Library Clerk had resigned. The position would be posted and advertised in order to gain a qualified pool of applicants.

Policy Issues:

8. Mevis said the disqualified applicant from last month indicated to her by phone that she had received the disqualification letter. She apologized over the phone for what happened and indicated an interest in seeking requalification. Mevis informed her that to be considered requests had to be made in writing. So far no written request has been made.

Monarch Library System Report:

9. Mevis said the Library System has paid for another year of the Gale Courses. Monarch is 1 of the 10 systems in the state that is offering the service. 108 courses were completed by Beaver Dam card holders in 2018. She included bookmarks in Board packets. An award of completion with passing score; great for resumes; and continuing education credits (some courses are transferable/ed2go compatible) is stated on them. Mary said MPTC also offers online courses and they are increasing in popularity. She expects this trend to continue.

Mevis announced that Beaver Dam is now part of the Monarch RBdigital magazine service which will be a savings for our library in 2019. Other than some new magazines available for patrons Beaver Dam cardholders won't see a difference when logging into RBdigital. One caveat, since it is a shared library system service some magazines may have been dropped. Monarch joined forces with another library system which saved money too. Mevis said she is currently on the magazine selection committee. Board members commended the System(s) for collaborating on services to obtain dollar savings.

Monarch has also launched and paid for the RBDigital unlimited audiobook service. Our RBdigital eaudio collection has been bolstered giving people unlimited patron access to over 28,000 multi-access audiobook titles.

Links are available on the Library's homepage to Gale Courses and RBdigital. Publicity materials that libraries can adapt are available thru the Library System and RBdigital. Monarch Library logos are included on sponsored materials giving them credit.

Public Relations Activities:

10. Library event calendars February-March were distributed.

Library Administrator's Report:

11. Mevis said the January report was not available due to time constraints. Basic information is included in the colorful *Checked out by Month* report that was attached to their agenda and minutes.

General Gifts and Donations:

12. There were no gifts or donations to acknowledge.

Any Other Business for Placement on Future Agendas:

13. Item(s) for placement on future agendas include policy review.

Next Regular Meeting Date Announced:

14. *VP Hannan reminded the Board that the next Library Board Meeting is scheduled for Friday, March 15, 2019 in the Beaver Dam Community Library Conference Room.*

Meeting Adjournment:

15. *A motion was made by Jewell with second by Pawicz to adjourn the meeting at 9:04 am. With no comment or discussion, the motion carried.*

Recording Secretary,

Sue Mevis, Library Administrator