

CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES
Friday, April 12, 2019 at 8:00am in the Library's Conference Room Board Members

Board Members Present: Jim Flynn, Steve Hannan, Samantha Stam, Sandra David, Tina Pawicz, Mary Vogl-Rauscher, and Beth Jewell

Board Members Excused Alderperson Dan Doyle and John Haider

Others Present: Sue Mevis Library Administrator 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. There were no fund recommendations to consider. He left the meeting at 8:15am to attend to other business.

Minutes of March 15, 2019:

1. *Motion by **Vogl-Rauscher** with second by **David** to approve the minutes of the March 15, 2019 Library Board Meeting. With no comment or discussion, the motion carried.*

Financial Reports:

2. *Motion by **Hannan** seconded by **Stam** to approve the invoice paid list dated April 12, 2019. Mevis said costs associated with the Youth Services Library attending the Power up Leadership Conference for Youth Services Managers and Staff in Madison; plus the Technology and Public Services Librarian attending the Library Technology Conference in St. Paul were listed in the invoice paid list. *With no further comment or discussion, the motion carried.**

Board members acknowledged the Expenditure Comparison Report for the month ending February 28, 2019. At the end of February 17.86% of city budgeted funds had been expended.

Library Board Business:

3. Mevis said she would be attending the Inaugural Meeting of the City Council this coming Tuesday, April 16th at 7pm. She expects Jim Flynn, John Haider and Mary Vogl-Rauscher to be appointed to the Board for additional 3 year terms. The Alderperson position is appointed by the Mayor annually.

Board President Flynn reminded everyone that the Officer Elections would take place at the May meeting.

Board President Flynn asked those present to take a few minutes to complete the Library Information Quiz. Answers were as follows: the first City of Beaver Dam Library opened in 1884; the *new* library at 311 N. Spring St. was built in 1984; in 1944 Librarian Hattie Doolittle died of a heart attack behind the main desk. Her body was found by a janitor; the Foulkes Foundation contributed the \$3,500 towards the library mural and the

Library Board authorized using Endowment Funds of \$3,500; the maximum number of items a person can have out on their library card is 50; and library customers can use the library public internet computers 90 minutes per day.

An Infographic: The Surprising Reading Habits of Millennials was reviewed. In brief the average millennial (ages 18-29) read 5 books per year; are more likely than any other age group to visit public libraries; and contrary to popular belief, they will prefer print books over digital ones.

Endowment Fund Period Ending March 31, 2019:

4. Mevis said Financial Secretary Haider emailed his report period ending March 31, 2019. It is included in Board packets.

Board members acknowledged a \$17 Syndicate #4 deposit.

Building + Equipment + Technology:

5. Mevis said a bad compressor fan motor on the Carrier condenser unit outside required replacement. She forwarded the email from North American Mechanical to John Neumann who manages the City's Facility budget and replacement had been authorized.

Mevis shared information about library vendor Baker & Taylor's Pop Up Library. It is a small network device that creates instant access to a Library's Axis 360 ebook collection wherever you want. The idea behind it is to boost awareness and usage of a library's digital collection and remove barriers to digital borrowing.

Personnel Report:

6. *Board members acknowledged the hiring of two part-time Library Clerks that will fill hours that exist in the budget.* Mevis said one would start April 16th and the other May 1st. The staffing update had be provided to the City.

Policy Issues:

7. Mevis said a City Website Disclaimer notice would be included on the new City website. There is no need for the Library to create one since it covers the entire website. Copies are included in Board packets.

Monarch Library System Report:

8. Mevis said an interim Director had been hired.

Public Relations Activities:

9. Library event calendars April-May were distributed. Board President Flynn *asked Mevis to thank the Friends of the Library for the wonderful staff appreciation luncheon they presented Monday during National Library Week.* Mevis said she would follow up on this.

Mevis said the redesigned Library Catalog was launched at the start of National Library Week. The new City branding was incorporated into the catalog. The colors are brighter and it includes expanded features. Response has been positive.

Board President Flynn's suggestion to have a 5-minute or less demo of a digital resource next month was agreeable. Mevis said she would keep Vogl-Rauscher's request to keep the meeting to 1 hour in mind. Hoopla will be demoed in May.

Library Administrator's Report:

10. Board members reviewed the Library Items Checked out by Month report. 78,246 physical items were checked thru March; 14,190 digital items were downloaded or streamed bringing the total to physical and digital to 92,436 for the first three months of the year. 254 new library cardholders were added the first three months of the year as well.

2,334 public internet sessions (1,579.83 hours and minutes) along with 2,135 wireless sessions totaling (2084.08 hours and minutes) were also logged the first 3 months of the year.

Any Other Business for Placement on Future Agendas:

11. Item(s) for placement on future agendas include policy review, digital demos, and marketing efforts.

Next Regular Meeting Date Announced:

12. *Flynn reminded the Board that the next Library Board Meeting is Friday, May 17, 2019 in the Beaver Dam Community Library Conference Room.*

Meeting Adjournment:

13. **Hannan** *moved with second by Jewell to adjourn the meeting at 9:00am. The motion carried.*

Recording Secretary,

Sue Mevis, Library Administrator