

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

Board Members Present: Steve Hannan, Samantha Stam, and Beth Jewell

Board Members Excused: Jim Flynn, John Haider, Sandra David, Alderperson Jane Loizzo, Tina Pawicz , and Mary Vogl-Rauscher

Others Present: Sue Mevis Library Administrator; Sarah Cournoyer Youth Services Librarian; Scott Tillema Custodian while outside; In Cal Hemling Wells Fargo Investment Advisor

Call to Order:

Library Board Vice President Hannan called the meeting to order at 8:00am. Mevis replied when asked about quorums that by Wisconsin statutes state *3 or more Library Board members shall constitute a quorum*. The meeting commenced.

Appearances & Correspondence: None

Cal Hemling the Wells Fargo Investment Advisor provided an overview of the Library's Endowment Fund portfolio. The fund and overall market were up since the last meeting. His recommendation to move an equity fund into a safer bond fund was agreeable. Hemling left to attend to other business at 8:21am.

Sarah demoed a new audio book format VOX Books what were recently added to the collection. They are the first audiobook that lives in print book an all-in-one read along. There is no need for computers, tablets, or CDs. Children simply push a button and read. The current collection includes picture books and high-interest non-fiction. Studies show read-a-longs improve reading comprehension. Other vendors are coming out with similar products.

Mevis distributed an Adult Literacy in the United States Infographic prepared by the US Department of Education dated July 2019. According to the study 43 million US adults possess low literacy skills. The topic of literacy has come up at prior meetings thus the sharing.

Minutes of June 14, 2019:

1. *Motion by **Jewell** with second by **Stam** to approve the minutes of the June 14, 2019 Library Board Meeting. With no comment or discussion, the motion carried.*

Library Financial Report:

2. *Motion by **Stam** with second by **Jewell** to approve the invoice paid list dated July 12, 2019. Mevis said invoices were for customary or budgeted items. With no comment or discussion, the motion carried.*

Board members acknowledged the Expenditure comparison report for the month ending May 31, 2019. At the end of May 40.52% of the budget had been expended.

Library Board Business:

3. Mevis said registration is open for 2019 Trustee Training Week Training. Each weekday August 12-16 from 12pm to 1pm presenters will present webinars dealing with Library Advocacy, Governing Libraries, Inclusivity, and more. Webinars are archived so if you can't make the session you can watch the archives anytime. Prior year archives back to 2015 are also available. She will email a link to the registration site.

Endowment Fund Period Ending June 30, 2019:

4. Board members briefly reviewed Financial Secretary Haider's report period ending May 31, 2019 that he submitted by email.

Board members acknowledged a \$150 Ambanc \$1 per share stock dividend provided to shareholders that was deposited in June. The library owns 150 shares.

Budget 2020:

5. A preliminary county rural reimbursement and circulation chart for the 2020 budget year was reviewed. Mevis said the spreadsheet shows prior year payments from 2016 thru statutory and anticipated payments for 2020. Statutory would be the worst-case scenario with anticipated being the best. Items checked out to Dodge County and adjacent county rural residents (those without a home library) 2015 thru 2018 are shown in the far-right columns. Library's bill their home county and adjacent counties annually.

Dodge County has been paying above the 70% statutory level following a plan that calls for 100% funding, moving up 2.5% for 2019 and 5% the other years. 90% of actual cost per circulation is the proposed level for 2020 but there are no guarantees. Cost per circulation is calculated by dividing the prior year circulation by total expenditures of the prior year. The final funding amounts from Dodge County will not be known until mid-November. The library budgets for the best-case scenario and if necessary, submit a revised budget following the Dodge County public hearing in November.

Building and Equipment Report:

6. Landscape proposal 1 and 2 were reviewed. After taking an outside tour of the areas *Jewell moved with second by Stam to authorize moving forward with both landscape proposals*. Mevis said the tree removal proposal and planting new would be available for consideration and approval at the August 16th meeting. Board members asked her to obtain one additional proposal to finish off the side of the building; front entry; and Spring Street drive entrance area to the right. Mevis said she would request it be available for the August meeting as well. Everyone present, including Scott and Sue thought these changes would be a great improvement opening up the property; eliminating stones would make it safer too. *With no further comment or discussion, the motion carried.*

While outside, Board members viewed the final location for the Library Outdoor Drive up return at the N. Spring Street entrance on the sidewalk at the left as you enter. The sidewalk will be expanded behind it so pedestrian traffic won't be interrupted. There is a built-in curb which is another plus for this site.

Personnel Report:

7. None.

Library Policies:

- 8 The Library Meeting Room Policy Revision discussion was tabled to the August meeting due to time constraints.

Monarch Library System Report:

9. None.

Public Relations Activities:

10. Library event calendars July and August were briefly reviewed. Mevis said the library launched a summer checkout/borrows challenge with 100,000 as the goal July-August. So far we are off to a great start with 34,066 total physical and digital borrows in June.

Mevis said the new city website had been launched. The new website including the library portion is much more visual than the old site.

Library Administrator's Report:

11. Board members reviewed the Library Items Checked out by Month report. 29,500 physical items were checked out in June; 29,113 digital items were downloaded or streamed bringing the yearly total physical and digital to 192,420 for the first six months of the year. 536 new library cardholders were added thru June.

4,932 public internet sessions (3349.12 hours and minutes) along with 4,021 wireless sessions totaling (4282.46 hours and minutes) were also logged thru June of this year.

Any Other Business for Placement on Future Agendas:

12. Mevis said Library Policy review and updates would continue at future meetings.

Next Regular Meeting Date Announced:

13. VP Hannan *reminded the Board that the next Library Board Meeting is Friday, August 16, 2019 in the Beaver Dam Community Library Conference Room.*

Meeting Adjournment:

14. **Jewell** *moved with second by **Stam** to adjourn the meeting at 9:22am. The motion carried.*

Recording Secretary,

Sue Mevis, Library Administrator