

CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES
Friday, September 13, 2019 at 8:00am in the Library's Conference Room

Board Members Present: Jim Flynn, John Haider, Tina Pawicz, Samantha Stam, Beth Jewell, and Alderperson Jane Loizzo

Board Members Excused: Steve Hannan, Mary Vogl-Rauscher, and Sandra David

Others Present: Sue Mevis Library Administrator; Scott Tillema Library Custodian; John Neumann Parks, Forestry & Facilities; 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. Haider stated he appreciated the monthly updates on the fund. *Hemling left to attend to other business at 8:10am.*

Mevis requested Library Budget 2020 6.D. Library Facility Outlay/Capital Improvement Plan Projects Roof etc. next so that Scott and John can get on with their day was agreeable. John recapped what he and Scott discovered in their roof, heat tape coil investigation. The existing system is residential grade. Scott reached out to commercial firms that specialize in ice melting/damming solutions. The GSB Services, LLC proposal under consideration offers a commercial grade solution for the whole building; replacing gutters, downspouts, heated gutter installation. Scott said the heated gutter protection amperage has been increased; mesh protection; along with enclosed gutters. Flashing will replace exposed coils that interfere with roof raking. John said new manufacturing; product improvements... improved design quality and power looks like a very promising solution. He has included funding in the CIP for 2020 for the project. It along with other City Outlay projects require Common Council approval.

Mevis said for both staff and public safety she recommends the Board consider alternative funding options so the project can be done this year. Delaying a year leaving both staff and patrons at risk another year seems unwise. Stam said she felt safety was a key factor in any decision made. Scott said there is still time to get on the fall schedule if a decision is made today.

Jewell expressed concern about setting precedent. She asked what other facility projects that meet CIP or Outlay are on the horizon that could be substituted for this project should alternative funding be approved?

Neumann said 3 CIP/outlay needs for the library in the future had been identified:

1. AC Unit Replacements (both upper & lower) due to new refrigerant requirements in effect for 2020 (EPA)
2. Spring Street concrete block/sidewalk replacement due to pitching into building and uneven blocks,
3. Re-Roof when replacement is needed.

*Motion by **Pawicz**, seconded by **Stam** to use Library Endowment Funds in the amount of \$34,500 to fund the roof deicing improvement project while at the same time requesting Neumann submit the next priority CIP/Outlay qualifying library facility project in its place for 2020. Mevis said the \$34,500 included the roof and electrical. With no further comment or*

discussion, the motion carried. Jewell asked Scott and Mevis to obtain references for the roof contractor for the files.

Neumann and Tillema left the meeting at 8:40am to attend to other business. Alderperson Loizzo left shortly after they did to attend to other business.

Minutes of August 16, 2019:

1. *Motion by **Stam** with second by **Haider** to approve the minutes of the August 16, 2019 Library Board Meeting as printed. With no comment or discussion, the motion carried unanimously.*

*Since time was short and members had to leave to attend to other business **Library Budget 2020 A-D and F** were taken up next.*

Budget 2020 Information:

6. Mevis provided the Board with a copy of City budget guidelines stating that she incorporated the guidelines in the 2020 budget proposal draft. Mevis said she used wage and fringe benefit rates that were provided for 2020 as instructed. She applied the budget lean guideline to the operating budget lines adjusting based on actual and expected expenditures accordingly.

Mevis reviewed the budget notes and justification sheet with the Board answering questions as she went through the document. No capital outlay projects are being proposed for 2020. County funding will pick up, most proposed operating budget increases. The City funded budget shows an overall 3.47% increase.

Mevis distributed a revised County rural reimbursement chart. The Dodge County Library Planning Committee recommended an 88.75% reimbursement level for 2020. She went on to say that the Dodge County Plan for Library Service calls for incremental percentage increases annually until 100% reimbursement level is met. The statutory level is 70%. A revised budget will be submitted if the 88.75% level is not approved by the Dodge County Board of Supervisors mid-November.

*A motion was made by **Jewell** with second by **Haider** to approve and forward the 2020 City and County funded library budget proposal along with notes and justification to the City's Director of Administration. With no comment or discussion, the motion carried.*

A current Library Fine and Fee schedule was reviewed. Following a brief discussion, no changes were proposed.

Jewell left the meeting at 9:10am to attend to other business.

Library Financial Reports:

2. *Motion by **Pawicz** with second by **Haider** to approve the voucher dated September 13, 2019. Mevis said that invoices included elevator inspection and annual boiler services. Remaining invoices paid 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 July 31, 2019. At the end of July 56.15% of the budget had been expended.

Library Board Business:

3. Mevis reminded the Board that the Wisconsin Library Association Annual Conference is October 8-11 in Lacrosse. Board members who attend should submit receipts and mileage for reimbursement. The Youth Services Librarian will be attending this year

Endowment Fund Period Ending August 31, 2019:

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 August 31, 2019.

There were no Endowment Fund gifts or donations to acknowledge.

Building and Equipment Report:

5. Mevis said a boiler pump had been replaced.

Personnel Report:

7. There was none.

Library Policies:

8. Discussion about the ramifications of the Library's Programming space also serving as a bookable free space for non-profits continued from the last meeting. Mevis recommendation to suspend public bookings for a year (2020) to better be able to accommodate library programming was heard but not acted on. Haider said he recognized the conflict and felt Library programming should be a priority. Other Board members offered up some possible compromises. This topic was tabled to the next meeting due to time constraints.

Monarch Library System Report:

9. There was no report.

Public Relations:

10. The September event calendar was distributed. Board members commented favorably on the block/color format, very legible.

The BDUSD 2019-2020 School Year Calendar was distributed.

Library Administrator's Report:

11. Board members reviewed the Library Items Checked out by Month report. 30,339 physical items were checked out in August. 726 new library card holders were added the first 8 months of the year. 78,643 people visited the library for the same time period.

6,759 public internet sessions (4,612.52 hours and minutes) along with 5,648 wireless sessions totaling (5,593.15 hours and minutes) were also logged the first 8 months of the year.

Any Other Business for Placement on Future Agendas:

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

Next Regular Meeting Date Announced:

13. *Flynn reminded the Board that the next Library Board Meeting is scheduled for Friday, October 18, 2019 in the Beaver Dam Community Library Conference Room.*

Meeting Adjournment:

14. *A motion was made by **Haider** with second by **Pawicz** to adjourn the meeting at 9:08 am. With no comment or discussion, the motion carried unanimously.*

Recording Secretary,

Sue Mevis, Library Administrator