

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

Board Members Present: Jim Flynn, John Haider, Steve Hannan, Sandra David, Samantha Stam, and Alderperson Jane Loizzo

Board Members Excused: Tina Pawicz, Mary Vogl-Rauscher, and Beth Jewell

Others Present: Sue Mevis Library Administrator and 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. *Hemling left to attend to other business at 8:12am.*

Minutes of September 13, 2019:

1. *Motion by **Haider** that was seconded by **David** to approve the minutes of the September 13, 2019 Library Board Meeting. With no comment or discussion, the motion carried.*

Library Financial Report:

2. *Motion by **Hannan** seconded by **David** to approve the invoice paid list dated October 18, 2019. 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 September 30, 2019. At the end of September 69.08% of the budget had been expended.

Library Board Business:

3. An announcement of The Wisconsin Library Association Winners of the 2019 Literary Award and Children's Book Award Winners was distributed. Chloe Benjamin's novel [The Immoralist's](#) is the Literary Award Winner for 2019. The novel follows the lives of four siblings living in New York's Lower East Side in 1969. Eight other books by Wisconsin authors were selected for Outstanding Achievement. Seven outstanding poetry collections were also recognized. The complete list can be found online at <http://wla.wisconsinlibraries.org/wla-blog/entry/2019-07-10-announcing-2019-literary-award-winners>.

Under Library Board business Mevis distributed a list of Board Meeting dates for 2020. Mevis reminded the Board that in order to coincide with the city billing cycle Board Meetings are scheduled for the Friday before the third Monday. Meeting dates for 2020 are as follows: January 17, February 14, March 13, April 17, May 15, June 12, July 17, August 14, September 18, October 16, November 13, December 18. To help Board members out Mevis said she added a 2nd or 3rd Friday notation behind the date. Five of the meetings will be on the 2nd Friday of the month (February, March, June, August, and November) and seven on the 3rd Friday of the month (January, April, May, July, September, October and December).

Endowment Fund Period Ending September 30, 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 September 30, 2019.

There were no Endowment Fund gifts or donations to acknowledge.

Building and Equipment Report:

5. Mevis said that the electrician was working on that part of the deicing roof improvement project. The rest will commence early November taking 3-4 days.

Budget 2020 Information:

6. Mevis said the Mayor asked City Department Heads to submit to her a revised 2020 budget minus 5% in operating and/or outlay budgets. Being as there are no library outlay projects for 2020, she reduced operational costs. The Library Board has statutory line item control so the Board will have the final decision on where cuts would occur. Should a 5% cut become a reality the proposal she prepared is her recommendation for consideration.

Personnel Report:

7. The Library Board acknowledged the Technology and Public Services Librarian's resignation. Her last working day was October 11th.

David moved with second by Hannan to transfer Kristen L. Lagerstam from the part-time Library Customer Services position to the full-time Technology and Public Services Librarian position that is currently vacant effective November 16, 2019. Kristen who signed the internal City posting holds the necessary credentials for the Librarian position. No one else signed the internal city posting form hung in City Departments.

Kristen's education and experience make her an ideal candidate for the position. She has a bachelor's degree in English & Psychology and master's degree in Library and Information Science. Her training and experience at our library since October of 2016; library organizational experience; and an array of technology skills and interests make her an excellent fit for this position.

Note: The individual hired will be assuming hours that exist in the current budget.

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 said she and the other librarians were recommending suspending public bookings to better be able to accommodate library programming. Haider said he recognized the conflict and felt Library programming should be a priority. Mevis said with 2020 fast approaching a decision needs to be made today to continue to discontinue public meeting bookings.

ALA Meeting Room Interpretation of the Library Bill of Rights states: Publicly funded libraries are not obligated to provide meeting room space to the public. If libraries choose to do so, such spaces are considered designated public forums, and legal precedent holds that libraries may not exclude any group based on the subject matter to be discussed or the ideas for which the group advocates.

Motion by **Hannan** seconded by **Haider** to designate library meeting space is used for library purposes only effective immediately. Mevis said she would get notifications out as to the meeting room designation change. Existing reservations to the end of this year will be honored. Board President Flynn expressed disappointment in the change. *With no further comment or discussion, the motion carried with Flynn opposed.*

Monarch Library System Report:

9. There was no report.

Public Relations:

10. October and November event calendars were distributed.

Library Administrator's Report:

11. Board members reviewed the Library Items Checked out by Month report. 25,025 physical items were checked out in October. 832 new library card holders were added during the first 10 months of the year. 87,703 people visited the library for the same time period.

A Hoopla Digital Service 12-month quick stat report was reviewed. 3,370 digital items were borrowed. New users have been added monthly totaling 236 at the end of October. \$1.95 was the overall average circ. price. The amount spent so far is \$6,556.21 nearing \$1,000 per month. \$2,000 per month will be the goal for 2020.

7,671 public internet sessions (5,216.26 hours and minutes) along with 6,378 wireless sessions totaling (6,057.40 hours and minutes) were also logged the first 10 months of the year.

Any Other Business for Placement on Future Agendas:

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

Next Regular Meeting Date Announced:

13. *Flynn reminded the Board that the next Library Board Meeting is scheduled for Friday, November 15, 2019 in the Beaver Dam Community Library Conference Room.*

Meeting Adjournment:

14. *A motion was made by Hannan with second by David to adjourn the meeting at 9:13 am. With no comment or discussion, the motion carried unanimously.*

Recording Secretary,

Sue Mevis, Library Administrator