

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

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

**Board Members Excused:** Tina Pawicz and Beth Jewell

**Others Present:** Sue Mevis Library Administrator; Cal Hemling Wells Fargo Investment Advisor; and Mayor Rebecca Glewen

**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 8:10am.*

Library Board members present agreed to move the Bluestem Energy Solutions Memorandum of Understanding (MOU) between Bluestem and the City of Beaver Dam, Wisconsin regarding the Community Aggregated Solar Development up from 5.A Building to Appearances. In brief "The project is part of a larger 'aggregated development project, which creates economies of scale for all parties and is subject to change. The aggregated development provides a 45% discount as compared to pricing this project on a standalone basic. All parties will use the same contract and the City will have individual pricing. The agreement is based upon current market and typical development assumptions." The Library, Lift Station and Wastewater Treatment Plant are included City sites thus the Mayor was present to answer any questions the Library Board might have and to confirm willingness to be included.

*Following a discussion and review of various documents that included Financial Secretary Haider's Analysis of the MOU and Energy Master Plan dated Dec. 12, 2018; it was the consensus of the Library Board that "the Mayor could move forward with the MOU, Library included, contingent upon the project not moving forward until more information is provided to the Library Board including but not limited to "site plans being updated to current site configuration (with pond, no senior center, etc.); applicable rates are used in the final plan; and other solar options be considered in lieu of the carport array in the back lot that is shown on an old site plan in areas that may not exist, due to the storm water retention pond."*

*The Board's understanding is they would not be signing off on the MOU, the City would be, but the City could include the Library assuming the above concerns are met.*

The Mayor said "sustainability expansion in Beaver Dam" is one of her goals. She also had questions about the carport concept related to winter weather and snow removal issues." Board members suggested other solar concepts surrounding the pond versus taking over the parking lot with a carport solar array. Other solar options would offer learning and educational opportunities along with improved aesthetics. *Financial Secretary Haider's in-depth analysis brought to light flaws in the existing Bluestem Library plan. The analysis will be placed on file for future reference.* Discussion of locking into a 30-year plan without an out came up when discussion moved to other potential energy sustainability opportunities down the road offered by Alliant and other energy firms. The Mayor "assured those present that the configurations in the MOU would evolve and change before plans were implemented."

**Minutes of October 18, 2019:**

1. Motion by **Hannan** that was seconded by **Stam** to approve the minutes of the October 18, 2019 Library Board Meeting. With no comment or discussion, the motion carried.

**Library Financial Report:**

2. Motion by **Haider** seconded by **Vogl-Rauscher** to approve the invoice paid list dated November 15, 2019. Invoices paid were for customary or budgeted items. With no comment or discussion, the motion carried.

There was no updated Expenditure comparison report available.

**Library Board Business:**

3. Mevis updated the Board on competition in digital markets highlighting big deals and textbook pricing. "Current practices by content publishers and distributors in digital markets limit libraries' ability to deliver core services, according to a new report publicly released by ALA. Submitted in response to an inquiry from the U.S. House of Representatives Committee on the Judiciary Subcommittee on Antitrust..., the report urges lawmakers to curb anti-competitive practices of digital actors." "For popular e-book titles libraries pay up to five times the price individuals pay and, unlike the individual, libraries typically have access to an e-book title for only two years." Mevis said she would send out a link to the full report that concludes with:

"Promoting vigorous competition in these new digital markets is vital to avoid the potential consequences that can arise as publisher's transition to the data and analytics business. Offering strong privacy protections, favorable terms of service and transparency for algorithms are all potential points of competitive differentiation that must be preserved."

**Endowment Fund Period Ending October 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 October 31, 2019.

There were no Endowment Fund gifts or donations to acknowledge.

**Building and Equipment Report:**

5. A. *Bluestem Solutions*... moved to Appearances and Correspondence.

Mevis said the Roof Deicing improvement project was completed yesterday. It took a bit longer than expected due to November weather (snow, snow and more snow). They had to find days in-between. GSB will be added to the Library's Building who to call list as warranties... rely on them doing the work. The invoice would be paid when it arrives.

**Budget 2020 Information:**

6. So far, no changes have been proposed for the library's initial 2020 budget proposal. Alderperson Loizzo said the Budget Meeting that includes a Public Hearing will take place on Thursday, November 21, 2019 at 8pm in order to meet the 15-day deadline.

### Personnel Report:

7. Mevis said Kristen steps into the Technology and Public Services Librarian's position on Monday. She will help with some of the Customer Service duties until the part-time position is filled. The remaining part-time Customer Service person would be interested in working full-time should the Board wish to consider making the position full-time again. Due to budgetary concerns the Board felt status quo part-time Customer Service position job sharing should continue. *The Board by consensus agreed that once the budget was approved for 2020 assuming no cuts, Mevis can move forward on filling the part-time Customer Service vacancy.*

### Library Policies:

8. Under policy business Mevis presented the Board with a list of potential closed dates for 2020. Mevis shared circulation statistics for the past 4 years that were requested by the Library Board President last month: 2018 (750), 2017 (814), 2016 (1099), 2015 (1026). Some discussion ensued as to the viability of closing the Friday and Saturday after Thanksgiving. Some Board members felt if you closed Friday the official City holiday then you should close Saturday too. Others did not agree with that assessment.

Aldersperson Loizzo thought staff wishes should hold more weight in the decision so closing the Saturday after Christmas and New Year's along with the Thanksgiving dates should seriously be considered. Some felt the Christmas Saturday would be okay but not the New Year's Saturday. The merit of the 4 optional closed days discussion concluding, a motion was made by **Vogl-Rauscher** with second by **Stam** to authorize the Library **remain open** the Friday after Thanksgiving, November 27th an official City Holiday; **remain open** the Saturday after Thanksgiving November 28<sup>th</sup>; **close** the Saturday after Christmas; and **remain open** the Saturday after New Year's. With no further discussion, the motion carried, 7 in favor 1 opposed.

- New Year's Day (Wednesday, January 1<sup>st</sup>)
- Memorial Day (Monday, May 25<sup>th</sup>)
- Fourth of July (Saturday, July 4<sup>th</sup>)
- Labor Day (Monday, September 7<sup>th</sup>)
- Thanksgiving Day (Thursday, November 26<sup>th</sup>)
- Christmas Eve Day (Thursday, December 24<sup>th</sup>)
- Christmas Day (Friday, December 25<sup>th</sup>)
- Christmas Saturday (Saturday, December 26<sup>th</sup>)
- New Year's Eve Day (Thursday, December 31<sup>st</sup>)
- New Year's Day (Friday, January 1, 2021)

A very lively discussion on *fine free* ranging from: lack of responsibility in the world, where is the barrier; ALA resolution on barrier to service as social inequity; to when can we make the change feeling it would be a positive move for staff who would have fewer complaints; possible positive public relation implications. Library Board President Flynn said he asked to have this item on the agenda as the fine free wave is riding high state and nationwide right now.

Mevis shared articles related to Chicago, Madison, EauClaire, LaCrosse having gone or considering going *fine free*. Asked for her opinion, she said she would only recommend it if it was embraced fully no half measures (kid's items only, etc.). The benefits of this type of move must be felt by all who use the library and be easy to explain to the public.

People would still have to pay for lost, damaged... items so some accountability would remain. Notification sequencing could be adjusted as well. It was decided that the Bankruptcy Policy fits in with this topic so it will be held over to next month.

Mevis said that counterfeit pens and other detection do not work on the new \$100 bills. The Police Chief recommended the Board consider establishing a large denomination bill acceptance policy. *A motion was made by Hannan seconded by David to adopt a large bill denomination acceptance policy of maximum bill being \$20 (no \$50, \$100, etc.) effective immediately.* With no comment or discussion, the motion carried.

**Monarch Library System Report:**

9. A Wisconsin Library System Map was reviewed. The Monarch Library System of which the Library is part of includes public libraries in Dodge, Washington, Sheboygan and Ozaukee County.

**Public Relations:**

10. November and December event calendars were distributed.

**Library Administrator's Report:**

11. Due to time constraints the November Statistical Report would be emailed

**Any Other Business for Placement on Future Agendas:**

12. Item(s) for placement on future agendas include further discussion on *fine free* Library trends and policy review.

**Next Regular Meeting Date Announced:**

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

**Meeting Adjournment:**

14. *A motion was made by **Hannan** with second by **Vogl-Rauscher** to adjourn the meeting at 9:45am. With no comment or discussion, the motion carried unanimously.*

*Aldersperson Loizzo said she would be unable to attend the December meeting due to a prior commitment and would need to be excused.*

Recording Secretary,

Sue Mevis, Library Administrator