

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

**Board Members Present:** Jim Flynn, John Haider, Steve Hannan, and Tina Pawicz

**Board Members Excused:** Sandra David, Mary Vogl-Rauscher, Beth Jewell, Samantha Stam and Alderperson Jane Loizzo

**Others Present:** Sue Mevis, Library Administrator; Cal Hemling Wells Fargo Investment Advisor; with Anita Streich Information and Community Services Librarian joining at the Fine Free Discussion (8).

**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 8:18am.*

**Minutes of November 15, 2019:**

1. *Motion by **Hannan** that was seconded by **Pawicz** to approve the minutes of the November 15, 2019 Library Board Meeting as printed. With no comment or discussion, the motion carried.*

**Library Financial Report:**

2. *Motion by **Hannan** with second by **Haider** to approve the invoice paid list dated December 13, 2019. With no comment or discussion, the motion carried.*

**Library Board Business:**

3. Board members reviewed the Wisconsin's Digital Library (Overdrive) 2019 Year to Date Statistics Infographic.

Mevis distributed a list of American Library Association Celebration Weeks & Promotional Events in chronological order and said she would send out a link to the site in an email too.

**Endowment Fund Period Ending November 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 in November 30, 2019.

There were no Endowment Fund Deposits to acknowledge.

**Building and Equipment Report:**

5. Mevis shared an article that appeared in the December 3<sup>rd</sup> Daily Citizen titled. *Beaver Dam accepts agreement for new solar panels expected to save millions of dollars.* The article states "The Library is being considered as another potential site for solar panels." The Library was pulled from the agreement reviewed last month as the Library Board had questions and requested additional investigation into the potential Library site plans. **See Library Board Minutes from November 15, 2019 for details.**

## **Budget 2020**

6. Mevis said no changes were made to the Library's *initial 2020 budget* proposal.

## **Personnel Report:**

7. Mevis reminded the Board that the remaining part-time Library Customer Service Assistant would be interested in moving into a full-time position. Mevis went on to say long-term the move back to full-timer versus job sharing would provide the Library with greater scheduling stability and supervisor presence.

*Hannan moved with second by Haider to transfer Sara Tiede from the part-time Library Customer Services position to the full-time Circulation Assistant position that is currently vacant in lieu of filling the part-time Customer Services position that is currently vacant. Sara's education and experience make her an ideal candidate for the position. Her training and experience at our library since the spring 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. With no further comment or discussion, the motion carried.*

## **Library Policies:**

8. Discussion on the Fine Free Library concept continued from the November meeting. Anita joined in the discussion "commenting that fines can be considered a stigma for those using the library. She understands the responsibility concern expressed by Hannan but at the same time the library can't teach responsibility. There are so many variables that come into play depending on family dynamics and other circumstances."

Mevis said she conducted an informal library staff poll with those participating being 11 in favor of going fine free and 5 opposed. The BDUSD Libraries bills students for lost materials which require payment in order to get their grades posted and graduation. No fines though. Financial information was reviewed including a Bill Analysis which showed of the 22,361 library card holders 10,484 have no fines; 6,100 carry a balance less than \$10; 2,817 carry a balance over the \$10 service block; 1,876 are in collections which require at least one non-returned item; and 1,384 are barred due to a variety of reasons not necessarily financial. The state is conducting a fine free library survey and preliminary numbers show in 2019 there were 66 fine free public libraries and 33 fine free children materials only. Mevis said the overdue notice schedule is included in packets and can be adjusted.

Board President Flynn's suggestion to carry this topic over to the January 17, 2020 meeting for further discussion was agreeable to all present. Mevis said this is probably a topic not to be rushed. Having more Board members present to weigh in on a possible policy change was important. She will put together additional financials as requested by Haider.

## **Monarch Library System Report:**

9. Mevis said it was time to renew the Monarch Library System Membership Agreement. The agreement included in packets has been updated to current statutes and includes public library standards. *Hannan moved with second by Haider to authorize the Library Board President and Library Director sign the Monarch Library System Membership*

*Agreement.* Mevis said renewing membership occurs every few years and there is no reason not to renew. In fact the services System offer are valuable especially daily van delivery of materials. *With no additional discussion or comment the motion carried.*

**Public Relations:**

10. The December event calendar was distributed.

**Library Administrator's Report:**

11. Board members reviewed the Library Items Checked out by Month report. 24,977 physical items were checked out in November. 975 new library card holders were added during the first 11 months of the year. 106,793 people visited the library for the same time period.

9,465 public internet sessions (6415.63 hours and minutes) along with 7,679 wireless sessions totaling (7466.86 hours and minutes) were also logged the first 11 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: January 17, 2020**

13. *Flynn reminded the Board that the next Library Board Meeting is scheduled for Friday, January 17, 2020 in the Beaver Dam Community Library Conference Room.*

**Meeting Adjournment:**

14. *A motion was made by **Pawicz** with second by **Hannan** to adjourn the meeting at 9:12 am. With no comment or discussion, the motion carried unanimously.*

Recording Secretary,

Sue Mevis, Library Administrator