

**CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES**  
**Friday, January 17, 2020 at 8:00am in the Library's Conference Room**

**Board Members Present:** Library Board President Jim Flynn, Financial Secretary John Haider, Vice President Steve Hannan, Mary Vogl-Rauscher, and Alderperson Jane Loizzo

**Board Members Excused:** Sandra David, Tina Pawicz, Beth Jewell, and Samantha Stam

**Others Present:** Sue Mevis, Library Administrator 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. The fund and overall market were up since the last meeting. Following a brief Q&A, the Board by consensus authorized moving forward on Hemling's recommendation to move an equity fund into a safer bond fund. *Hemling left to attend to other business at 8:22am.*

**Minutes of December 13, 2019:**

1. *Motion by **Hannan** that was seconded by **Haider** to approve the minutes of the December 14, 2018 Library Board Meeting with one correction offered by Vice President Hannan adding the resolution to 7. Personnel and correcting agenda item numbers. With no further comment or discussion, the motion carried.*

**Library Financial Report:**

2. *Motion by **Vogl-Rauscher** with second by Haider to approve the invoice paid list dated January 17, 2020. With no comment or discussion, the motion carried.*

There was no expenditure comparison report available to review. Mevis shared the 2020 line item budget with combined City and County funded amounts.

**Library Board Business:**

3. Mevis said that Steve Hannan and Tina Pawicz terms expire May 1, 2020. President Flynn asked Steve and Tina to let the Mayor or Sue know if they would be willing to be reappointed for an additional 3 year term. Steve said he would be interested in being reappointed and Mevis said she will relay that to the Mayor. She will reach out to Tina. Board members are appointed by the Mayor with confirmation by the City Council. Mevis said the Alderperson position on the Board is an annual Mayoral appointment.

Alderperson Loizzo mentioned that she is not running for re-election and had plans to relocate so the Mayor would be reappointing someone new. The School Superintendent or his/her designee is an ongoing appointment by State Statute.

Mevis said Wisconsin Library Association memberships were in progress Mevis said becoming a member of Wisconsin Library Trustee Association gives Board members an opportunity to learn more about state library trends and services through publications issued by WLA and through attendance at workshops and conferences at a reduced rate.

#### **Endowment Fund Period Ending December 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 in December 31, 2019.

Haider also provided Board members with a Year Ended December 31, 2019 and 2018 comparison report that included all investment categories; expenditures from inception to December 31, 2019; Endowment Fund gifts received; and retained earnings from inception to December 31, 2019.

There were no Endowment Fund Deposits to acknowledge.

#### **Building and Equipment Report:**

5. None.

#### **Personnel Report:**

6. None.

#### **Library Policies:**

7. Discussion on the Fine Free Library concept continued. Comments included *fine free* being another reason for people to not to be responsible to a concept that would make the library more user friendly. Accountability would still be present as when items are not returned people would be charged for the item cost plus a processing fee of \$5.00 to cover replacement costs. Mevis said they would also be eligible for Collection Agency action since at least one non-returned item must be included in the \$25.00 Collection eligibility threshold. Haider shared a break down in library bills with average cost per person. Of the 2684 bills the non-returned items averaged \$25.89 each; fines \$8.20; collection referrals \$18.12; long overdue possibly non-collectible charges \$\$13.00; with overall average \$67.96.

*Library Board President Flynn said after months of discussion of the fine free topic he would like to see a resolution with 100% (all 9 Board members voting). Others concurred and with that in mind it was agreed that Board members not able to attend the March meeting would be asked to absentee vote in advance of the meeting. Mevis said she would send out an absentee voting ballot that includes basic information on the subject and what the **vote would be for "fine free" with charges for items not returned or damaged to continue.** Mevis said the final bill currently goes out at 45 days overdue and the number of days can be adjusted. A warning of potential collection agency action is included in the final bill narrative. Mevis suggestion to hold the Bankruptcy filing policy discussion and or action to the next meeting due to the relationship to fine free was agreeable.*

Mevis suggestion to hold discussion of and/or action on the *Automatic Renewal Trend* to a future meeting when the "fine free" was concluded was agreeable.

#### **Monarch Library System Report:**

8. None.

**Public Relations:**

- 9. January and February event calendars were distributed.

**Library Administrator's Report:**

- 10. Mevis presented a 2019 Year in Review annual report that included program highlights and statistics of interest. She went on to say that the report would be distributed to the public and City officials. She provided Youth Services Librarian Sarah with the statistics. Sarah took a public relations engagement course recently and used her new skills to design and format the report.

Board member comments were quite favorable. Library Board President Flynn said he particularly appreciated the Program Highlights section as a lot of people may not realize what type of offerings the Library has in this area. 402 programs with 15,116 participants are quite impressive along with the many other highlights in this page.

Mevis said the report would be posted on the website and social media as well. She would append it to the January Minutes for quick reference too. *Her suggestion to present a similar monthly report was welcomed.* Mevis said since it is 2020, a new century, she felt it was time to up our game in the presentation area. The Library Items Checked Out by monthly report appended to the minutes had also been revamped.

A second comparison report showing 3 years and a rolling average was also available for Board review. This report includes days open; visits; physical checkouts and digital downloads; internet and wireless sessions and minutes; AWE educational game computer sessions; plus, information and resource stats.

Mevis suggestion to hold discussion of the Automatic Renewal Trend to a later meeting when the "fine free" was concluded was agreeable.

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

- 11. Item(s) for placement on future agendas include continued policy review; a vote on the fine free concept; and library trends.

**Next Regular Meeting Date Announced:**

- 12. *Flynn reminded the Board that the next Library Board Meeting is scheduled for Friday, February 14, 2020 in the Beaver Dam Community Library Conference Room. Vice President Hannan said he would not be at the February Meeting and would need to be excused.*

**Meeting Adjournment:**

- 13. *A motion was made by **Vice President Hannan** with second by **Financial Secretary Haider** to adjourn the meeting at 9:20 am. With no comment or discussion, the motion carried unanimously.*

Recording Secretary,

Sue Mevis Library Administrator