

**CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES**  
**Friday, March 13, 2020 at 8:00am in the Library's Conference Room Board Members**

**Board Members Present:** Vice President Steve Hannan; Mary Vogl-Rauscher; Sandra David; Samantha Stam; and Alderperson Jane Loizzo

**Board Members Excused:** Library Board President Jim Flynn; Financial Secretary John Haider; Beth Jewell; and Tina Pawicz

**Others Present:** Library Administrator Sue Mevis; Maryann Schacht City Attorney; Mayor Becky Glewen; Information and Community Services Librarian Anita Streich; Youth Services Librarian Sarah Cournoyer; Community Activities & Services Administrator Jana Stephens; and Wells Fargo Investment Advisor Cal Hemling

**Call to Order:** Library Board Vice President Hannan 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. Volatility exists currently, fastest drop in history. His best advice today would be to stay calm; sit tight; and be patient. The asset allocation is 65.64% equities with the remaining being fixed, cash and other. He left the meeting at 8:13am to attend to other business.

Library Board members acknowledged a Library Privilege Reinstatement Request Letter dated March 4, 2020 received from disqualified patron Dennis Wallentin. The City Attorney and Library Administrator reviewed the conduct violations dating back to 2006 that included disorderly behavior and an attack on a library patron to date.

The Mayor and City Attorney provided an overview of 2 separate meetings with him. The most recent was an incident at a meeting that included the Mayor, the City Attorney and Chief of Police. "He wants to be allowed in the library." The group meeting included a threat against the library, "what happened in Milwaukee could happen here."

Discussion ending with a wrap-up from David who stated "that based on what he has just done it is clear he is not ready to come back. He hasn't proven he can handle a public setting." *Stam moved with second by Vogl-Rauscher that the Library Board decline to reconsider his disqualification noting that this means he is not able to visit the library or be on library grounds.* The Library Administrator and other Librarians in attendance stated they appreciated this decision as they would have great concern for library employee and the public's safety if he were welcomed back into the building based on past and recent visits. *With no further comment or discussion, the motion carried.* The City Attorney said she would relay this decision to him when they next met, possibly later today.

The Library Administrator reminded everyone that he has been coming in the Library and, as instructed by the Police Chief, the staff who spot him are not to approach and call the Police for removal. The Library is a busy place and some staff would not recognize him so there are likely times he has been in the building that went unnoticed.

The Library Administrator's request to move items 6. B & C. Library Worker Safety... and 7. C. & D Youth Disqualification Incidents and Response to Rules of Conduct Violations of Youth next was agreeable to all present.

### **6.B Library Worker Safety Concerns and Options:**

The Library Administrator and Librarians attending the meeting expressed their interest in security and Library specific safety training for the entire staff. This would include development of evacuation plans and an overall safety plan for the Library. Vogl-Rauscher said she would be able to share plans and information from her workplace as did others.

Mevis said "it would be important to include all city employees in various training options which might necessitate closing the library. There may also be a cost for trainers." *The Library Board members individually and as a group indicated "they fully supported safety training efforts for the staff."* Mevis said "she and the Librarians would move forward on their investigation into training options and work up a plan that could include a timetable. The Board would be kept informed and could also attend training opportunities of interest to them."

### **6.C Dodge County HHS Coronavirus Fact Sheet:**

Mevis said the *Know the Facts about Coronavirus Disease 2019 (COVID-19)* released 2/28/2020 by Dodge County Human Services & Health Department was included in Library Board packets.

Mevis went on to say "that the Library Response included in packets has been posted to the Library Website and shared widely (media...). In brief all programs thru April 15<sup>th</sup> have been cancelled to protect the health of the community and library staff. The goal being to minimize gatherings to mitigate the spread of the disease as recommended by the disease." The Library Response document will be updated as circumstances change. Library Board members will be kept apprised of changing circumstances by email and/or phone at times moving forward.

### **7.C & D Library Youth Disqualification Incidents:**

Mevis and the Librarians in attendance updated the Board on recent disorderly youth incidents that occurred at the library and on library grounds. In one case youth involved were cited for disorderly conduct and in another the Police turned the youth over to parents and counseled them. The City Attorney asked the Board for direction on a graduated step policy for youth library rule violations that they could consider adopting.

David briefly stated what occurs in the school district when incidents occur. Expulsion hearings are held with youth and parents in attendance. Mevis said that should the Board move to a separate graduated step Youth Behavior Policy Response it would need to be manageable. Additional paperwork plus holding hearings seemed a bit time consuming.

Anita's suggested to avoid a burdensome staff/board process, *the library continue to include in disqualification letters that reinstatement of privilege requests be made in writing to the Library Board by the parent on behalf of their child.* Mevis agreed that this would be a less burdensome way to handle youth behavior issues moving forward. *The Library Board members present also indicated they felt a less onerous method would be advisable.* Mevis asked the City Attorney if she had what she needed to work on a Youth Policy draft that would also include Library Staff, Library Board and Police input. The City Attorney indicated she did. She and the Mayor left the meeting to attend to other business at 8:50am.

**Minutes of February 14, 2020:**

1. Motion by **Vogl-Rauscher** seconded by **Stam** to approve the minutes of the February 14, 2020 Library Board Meeting. With no comment or discussion, the motion carried.

**Due to time constraints Agenda items 2, 3,4, 5, 6.A, 7A&B, 8, 9, 10 were tabled.**

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

11. Item(s) for placement on future agendas include policy review; new technologies; and public relations.

**Next Regular Meeting Date Announced:**

12. Vice President Hannan reminded the Board that the next Library Board Meeting is Friday, April 17, 2020 in the Beaver Dam Community Library Conference Room. Alderperson Loizzo said today's meeting would be her last meeting and everyone thanked her for her input this past year.

**Meeting Adjournment:**

13. **Vogl-Rauscher** moved with second by **Stam** to adjourn the meeting at 9:15 am. With no comment or discussion, the motion carried.

Recording Secretary, Sue Mevis, Library Administrator