

CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES

Friday, July 17, 2020 at 8:00am held by Teleconference

Due to technical difficulties the Library Board Meeting started at 8:14am

Call to Order: Following apologies for the delay from the Moderator and Library Administrator the meeting, held by teleconference, was called to order at 8:15am by Library Board President Jim Flynn.

Library Board Members Present: Library Board President Jim Flynn, Financial Secretary John Haider, Alderperson Mike Wissell, BDUSD Designee Rob Meyer, Samantha Stam, Beth Jewel Mary Vogl-Rauscher, and Mike Devitt.

Board Members Excused: Tina Pawicz

Also Present for all or part of the Meeting: Sue Mevis Library Administrator; Sarah Cournoyer Youth Services Librarian; Anita Streich Information and Community Services Librarian; and Kristen Lagerstam Technology & Public Services Librarian.

Library Board Moderator Introductory Remarks: Sarah Cournoyer conducted the Library Board Member roll call. She provided attendees with guidance on meeting etiquette, including a request to identify oneself when speaking and to minimize background noise. She stated the meeting may be recorded. At the conclusion of her remarks she turned the meeting over to Library Board President Jim Flynn.

Appearances & Correspondence:

- Calvin Hemling Wells Fargo Advisors for Endowment Fund ~ Status Report
The Library administrator stated that Cal was unable to attend the meeting and sent his report out by email. Financial Secretary Haider said he would include Cal's update with his report under Endowment Fund (8) later in the meeting.

1. Library Reopening Reports:

Library Reopening Hours ~ Review ~ Discuss ~ Action | Library Board President Jim Flynn asked for input from Library Board members on extending open hours to include Saturday morning from 9am to noon or 9am-1pm. Reopening hours at this time are 9am-7pm Monday thru Friday Library Administrator Mevis said. Business drops off after 6pm weekdays. Board members chimed in with their thoughts related to adding Saturday hours with 9am-1pm being the clear preference.

Board member Mary Vogl-Rauscher made a motion that was seconded by Board member Mike Devitt to add 9am-1pm Saturday hours to the Library's open schedule maintaining the 9am-7pm Monday-Friday weekday hours. Under discussion Mary said she felt it was important to provide additional community choices for children and families. Other Board members concurred. ***The ayes have it and the motion carries.***

Library Administrator Monthly Update | Yard signs at the Spring Street side of the Library and a banner at the parking lot side announcing the reopening have been installed. The GPS ionization systems installation to improve air quality is in process. The touchless water fountains called for in the reopening plan were installed this week.

The Mailbox Library Service continues for seniors, homebound, and other vulnerable patrons after reopening. The service is also available to people who do not yet feel comfortable visiting the library building at reopening. Virtual programming opportunities continue with youth emphasis.

While physical items checked out remains at about ½ pre-COVID-19 levels in person visits are ticking up due to more families beginning to return. The Youth Services Librarian confirmed that more kids and families are coming back into the library.

Youth Services Monthly Update | Sarah Cournoyer, Youth Services Librarian provided a summer reading program snapshot. People seem pleased to have online, APP, and paper options, she said. 68 registrants, 17 on mobile app; 43 youth and 18 adults; over 5,000 minutes of reading logged; 124 activity badges earned; 89 by youth, 35 by adults; and over 40 paper logs distributed at the library.

Monthly Statistical Report Review | June monthly statistics were reviewed. In brief 42 new cardholders were added; 2,145 visits since reopening June 15; 3,721 digital and streaming items checked out; and 6,291 physical items checked out for June 15-30. Group participation at virtual programs was 202 and individual 100 participants.

Anita Streich Information and Community Services Library said that the Father's Day Take & Make Program conducted with Arts on the Town was a success. 100 curbside kits were provided for all ages. She continues to reach out to community members with genealogy, local history, information... and promotes the much appreciated and needed by some, mailbox service.

2. Minutes of June 12, 2020 Library Board Meeting:

*Motion by **Devitt** with second by **Jewell** to approve the minutes of the June 12, 2020 Board Meeting as printed. With no comment or discussion, the motion carried.*

3. Financial Reports:

*Motion by **Financial Secretary Haider** with second by **Jewell** to approve the invoice paid list dated July 12, 2020. Mevis said invoices were for customary or budgeted items. With no comment or discussion, the motion carried.*

Financial Secretary Haider questioned the Year-to-Date May 2020 expenditure comparison report salary line balance. Alderperson Wissell provided the correct amount. Mevis said she would correct the formula so that the next report is accurate.

At the end of May with that change 33.70% of the Library budget had been expended.

4. Library Budget 2021:

The County Rural Reimbursement Chart 2020-2021 was reviewed. The Library Administrator walked the Board members through the chart stating that 2021 reimbursement is based on 2019 physical checkouts to rural residents. Those living in an area that do not have a home library Wisconsin Statute 43.12(2). The minimum 70% statutory payment the Library would receive from Dodge County would be 225,606.68. Anticipated 2021 is based on a 90% level which for Dodge County would be \$290,066.27.

The Library actual reimbursement amount will not be known until Dodge County adopts the 2021 budget in November. Traditionally the library prepares a budget based on the proposed reimbursement level which would be 90%. If the amount is not approved at 90% a revised County budget would be resubmitted to the City. *For 2020 87.5% was adopted instead of the proposed 90%.* For 2020 90% had been proposed and 87.5% was adopted. 2021 could be a tight budget year due to the COVID-19 Pandemic impact on governmental agencies.

The Library Administrator went on to say that the 2022 County Reimbursement will be on 2020 physical checkouts to rural residents. Thus, the ramifications of the Pandemic will impact multiple year budgets due to reduced physical checkouts in 2020.

5. Endowment Fund Period Ending June 30, 2020:

Under Endowment Fund business the Financial Secretary, Haider presented the Board with a Summary of Endowment Funds held by Wells Fargo Advisors period ending June 30, 2020. He went on to say that the Endowment Fund Advisors report shows the asset allocation continues to be right on target. No changes were being recommended.

Library Board members acknowledge a \$100 donation that was deposited in the Endowment Fund at the donor's request. The donors have used and appreciate the availability of the Library Mailbox Service.

Financial Secretary Haider said representatives from the Beaver Dam Community Foundation had reached out to him proposing the Library transfer the Library Endowment Fund to their Foundation. "The mission of the Beaver Dam Area Community Foundation is to unite donors to the non-profit causes they care about. The Beaver Dam Area Community Foundation's grant-making program is supported both by donations designated for immediate distribution and income from the Foundation's endowed funds."

"Library Endowment funds are gifts and bequests contributed to the Library not specifically designated by the donor for current expenditure. They are presented in

order that improved or special Library services, programs, and materials outside of the normal operating budget may be undertaken or purchased as approved by the Board"

Financial Secretary Haider said that donor advised funds 501c3 can be a valuable benefit to financial donors providing an easy way to give and a variety of investment options. However, the Library's Endowment Fund Policy stated purpose is to support the Library itself, not other entities. Also, the Library's Endowment Fund is not structured to be a grant giving fund for outside agencies.

His recommendation would be to decline the offer to transfer Library Endowment Funds to the Beaver Dam Community Fund based on conflicting purposes. Library Board President Jim Flynn expressed his 100% agreement to not transfer. Financial Secretary Haider said continuing with an investment firm such as Wells Fargo would be preferred at this time and meet the Library Endowment Fund Policy needs.

Library Board member Mary Vogl-Rauscher commented on all the good things the Beaver Dam Community Fund has done for the community stating it can be a very good option for individual and group investors. She could see that it may not be a good fit for the Library Endowment Fund.

Financial Secretary Haider made a motion that was seconded by BDUSD Designee Rob Meyer to inform the Beaver Dam Community Foundation that their foundation model was not appropriate for the Library Endowment Fund. The ayes have it and the motion carried with Board member Vogl-Rauscher abstaining.

6. Building and Equipment Report:

A. Digital Sign Proposal Review ~ Discuss ~ Action

Library Board members reviewed an initial proposal for a new monument digital sign. Library Administrator Mevis said the original 36-year-old sign was damaged in 1994 and though fixed has some lettering issues. The ability of providing improved Library messaging including hours open and important announcements is why she was recommending the Library Board consider replacement of the sign now. Studies have shown that digital signage can reduce printing and material costs. Messaging can also be put out faster and marketing becomes more streamlined.

Two sign versions were being offered for consideration (V. 1-full masonry and V2-faux brick). Alderperson Wissell spoke in favor of full masonry as it provides greater longevity and low maintenance. Faux masonry would not be as durable and more prone to potential damage. *Vice President Samantha Stam expressed excitement about the possibility of a sign revamp with messaging capabilities. Version one full masonry pictured in the documents is striking in both day and night images.* Board member Vogl-Rauscher said she would be comfortable moving forward with approval of Version one full masonry at today's meeting. Hearing Board members indicate they would be ready to move forward with the project, Library Board President Jim Flynn said he would entertain a motion from the floor.

Motion by Board member Vogl-Rauscher with second by Vice President Stam to move forward with the Monument Messaging Sign, version 1 full masonry project as specified in the initial proposal funding to be determined utilizing existing budget and if not sufficient other options. Mevis said the new sign costs include a double-sided full color 9MM digital message center with a Cat-5 connection. ***The ayes have it and the motion carries.***

Personnel Report:

7. Several Board members mentioned they had contact with people by phone and other methods expressing their concern that all Library employees were not wearing masks when waiting on people behind both the glass and out on the floor. Financial Secretary Haider said he talked to someone who was concerned for not only their safety but the safety of the unmasked employee. Others said they had similar conversations which included, surprise City employee face mask wearing was not being required by the City only being strongly recommended.

Library Administrator Sue Mevis said the city's policy of strong recommendation aside she herself wears a mask everywhere she goes and always appreciates it when the employees of an establishment are wearing a face mask. Librarians attending the meeting said they wear face masks.

Board Members as a whole, asked the Library Administrator to inform library employees that they request all library employees voluntarily wear a face mask or covering when working at the library. Mevis confirmed that an assortment of masks and face shields have been made available to Library employees along with other personal protective equipment.

Library Policies:

8. Mevis presented an updated Library Safe Child Policy for Board consideration. It would replace the existing Emergency policy and offers more exact wording related to expectations of both parents and youth. It also refers people back to the Library Reopening Plan regarding no prolonged socializing. ***Aldersperson Wissell moved with second by Board member Jewell to approve the revised Library Safe Child Policy. With no further comment or discussion, the motion carried.***

Monarch Library System Report:

9. Mevis said that Kimberly Young had been hired as the Library System Director. "She is looking forward to starting her new position and learning from everyone."

The Monarch Library System Integrated Library System (ILS) Agreement was reviewed. Mevis said it was ready for signatures. Library Board President Jim Flynn said he would stop by the Library and sign it. Mevis said the Agreement would be sent to

Monarch for Monarch signatures. A signed copy will be returned to the Library for internal files.

Any Other Business for Placement on Future Agendas:

10. Continued updates on reopening of the library would take place at the next meeting.

Announcements/Comments from Board Members:

11. Library Board member Vogl-Rauscher asked the Board to revisit partnerships with Book Stores at a future meeting.

Next Regular Meeting Date Announced:

12. Library Board President Flynn *reminded the Board that the next Library Board Meeting to be held by teleconference is Friday, August 14, 2020.*

Meeting Adjournment:

14. **Jewell** *moved with second by **Financial Secretary Haider** to adjourn the meeting at 9:1am. The motion carried.*

Recording Secretary,

Sue Mevis, Library Administrator