

CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES
Friday, September 18, 2020 at 8:00am held by Teleconference

Call to Order: The Meeting, held by teleconference, was called to order at 8:00am 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, Tina Pawicz, Beth Jewel, Mary Vogl-Rauscher, and Mike Devitt.

Board Members Excused: None

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 Cal Hemling Wells Fargo Library Endowment Fund Advisor.

Appearances & Correspondence:

Cal Hemling, Wells Fargo Investment Advisor provided an overview of the Library's Endowment Fund portfolio. The fund was up since the last meeting. Hemling said that moving of funds from an equity into a bond fund rebalanced the fund to the 70/30 guideline. Library Board President Jim Flynn asked about tech stocks, maintain, or continue to ride the wave. Hemling said tech is doing well and he would hold steady despite volatility. *Hemling left to attend to other business at 8:12am.*

1. Library Reopening Reports:

Library Update~ Review ~ Discuss ~ Action | Library Board President Jim Flynn asked Library Board members if they had received any input positive or negative on the hour change approved last month *9am-6pm instead of 7pm weekdays Monday-Friday*. Library Board members replied that they had not heard from anyone.

Library Administrator Sue Mevis said that compressing supervisors and Library Clerks into fewer hours has helped with scheduling. Librarians said that the 6pm closing weekdays seems sufficient, meeting the public needs ***Based on this feedback Library open hours continue | 9am-6pm Monday-Friday and Saturday 9am-1pm.***

Library Administrator Monthly Update | Sue Mevis Library Administration said she has been introducing ideas, services, and opportunities to the Librarians to follow up on. They include Grab & Go, Make & Take Activities, and preselected by librarian book and material bundles. The services are intended to be time savers for busy people and parents who do not have time to browse the shelves for subject, homework support, and pleasure reading opportunities. Librarians are key resources for the community and putting our skills to work for others is what we do.

Librarian Update | Sarah Cournoyer, Youth Services Librarian presented information on Library Home Learning opportunities currently offered and under development.

She is helping Anita Streich Information & Community Services Librarian develop the Library's new home learning section of the website. Sarah said she is adding dyslexia friendly materials for kids to the collection due to expressed need. Hi-Lo (high interest and low readability books) for struggling and reluctant readers are also being added.

Monthly Statistical Report Review | August monthly statistics were reviewed. In brief 58 new cardholders were added; 5,164 visits; 3,812 digital and streaming items checked out; and 12,141 physical items checked out.

2. Minutes of August 14, 2020 Library Board Meeting:

Motion by BDUSD Designee Rob Meyer with second by Financial Secretary John Haider to approve the minutes of the August 14, 2020 Board Meeting as printed. With no comment or discussion, the ayes have it and the motion carried.

3. Financial Reports:

Motion by Financial Secretary John Haider with second by Board Member Mary Vogl-Rauscher to approve the invoice paid list dated August 14, 2020. Mevis said invoices were for customary or budgeted items. With no comment or discussion, the ayes have it and the motion carried.

Board members acknowledged the Expenditure comparison report for the month ending August 31, 2020. At the end of August 53% of the budget had been expended.

4. Library Budget 2021:

Mevis provided the Board with a copy of City budget guidelines. The guidelines were applied to the 2021 budget proposal draft. Mevis said she used wage and fringe benefit rates that were provided for 2021 as instructed. Operating budget line item categories were adjusted according to actual 2019 & expected 2020 expenditures.

Mevis reviewed the budget notes and justification sheet with the Board answering questions as she went through the document. No capital outlay projects were being proposed. Library workflow reconfigurations streamlined operations leading to a staff reduction. County funding will pick up proposed operating budget increases. The City funded budget shows an overall .57% increase.

Mevis distributed the County rural reimbursement chart. The Dodge County Library Planning Committee recommended a 90% reimbursement level for 2021 up 2.75% from 2020. She went on to say that the Dodge County Plan for Library Service calls for incremental percentage increases annually until 100% reimbursement level is met. The statutory level is 70%. A revised budget will be submitted if the 90% level is not approved by the Dodge County Board of Supervisors mid-November.

A motion was made by Board Member Beth Jewell with second by BDUSD Designee Rob Meyer to approve and forward the 2021 City and County funded library budget proposals along with notes and justification to the City's Director of Administration.

Board Member Mary Vogl-Rauscher commented she was aware of positions not being filled at businesses and agencies in the area. Also cost of living wage increases not being met. The lean budget presented today is to be expected. **With no further comment or discussion, the ayes have it and the motion carried.**

Mevis said that a Library Roof Replacement Project had been added to year 2021 of the City Capital Improvement Plan 2021-2025 draft. The leak on the north end of the building has been patched, a temporary measure. The estimated cost of putting a metal roof on the building is \$125,000. The request form states, "the shallow pitch of the library building makes replacement a more frequent project than steeper roof grades."

5. Endowment Fund Period Ending August 31, 2021:

Under Endowment Fund business the Financial Secretary, Haider presented the Board with a Summary of Endowment Funds held by Wells Fargo Advisors period ending August 31, 2021.

Library Board members acknowledged a \$500.00 unrestricted gift from Jon & Andrea Larson. The donation is included on the Endowment Fund August Report.

6. Building and Equipment Report:

Roof repair to address the leak on the north was in process to be completed early next week. The repair is intended to keep the roof leak free until the new roof is installed.

Personnel Report:

7. Mevis said there is nothing new to report.

Monarch Library System Report:

8. Work on migrating to the Monarch Library System integrated/shared catalog continues.

Additional Items to be Considered by the Library Board for Placement on Future Agendas

9. 2021 budget proposal status update and library service additions.

Announcements/Comments from Board Members | Non-Action Discussion:

10. No discussion occurred.

Next Regular Meeting Date Announced:

11. Library Board President Flynn *reminded the Board that the next Library Board Meeting to be held by teleconference is Friday, October 16, 2020.*

Meeting Adjournment:

12. Financial Secretary Haider moved with second by Alderperson Mike Wissell to adjourn the meeting at 8:58am. **With no comment or discussion, the ayes have it and the motion carried.**

Recording Secretary,
Sue Mevis, Library Administrator