

**CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES**  
**Friday, November 13, 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, BDUSD Designee Rob Meyer, Samantha Stam, Tina Pawicz, Beth Jewel, Mary Vogl-Rauscher, and Mike Devitt.

**Board Members Excused:** Alderperson Mike Wissell

**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; Mayor Becky Glewen; 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 has increased from last month. The percentage of equities remains at 71.8% same as last month. He had no recommendations for changes. *Hemling left to attend to other business at 8:11am.*

**1. Library Update ~ Review ~ Discuss ~ Action:**

Mayor Becky Glewen shared "at mid-month of November COVID-19 concerns continue to intensify. She has had numerous conversations with the hospital, school Superintendent as well as other county public health officials. It is my decision, due to the continuing escalation of COVID numbers **that city buildings will remain closed to the public thru December 31st**, excluding City Hall. City Hall will reopen the backside parking lot entrance on November 30th to allow the public access to bill-paying during tax season. We will continue to monitor the pandemic outbreak monthly, determining whether buildings reopen or remain closed." *The Mayor said, "she appreciates the Library Board and Employee's help in continuing to provide library services to the public during a health Pandemic. She would like the Library to offer a Library Pickup option in addition to the Mailbox service moving forward."*

**Motion by Library Board Vice President Samantha Stam seconded by Board Member Jewel to "support the Mayor's Library Building Closure as part of the City of Beaver Dam's effort to help slow the spread of COVID-19 with month to month evaluation adding a Contactless Pickup Service option to the Library Service options by November 30, 2020."** Library Administrator Sue Mevis said "Having a Contactless Pickup option join the Library Mailbox Service has been on her radar. The steps to make this service happen will be put into place as soon as possible." ***With no comment or discussion, the eyes have it and the motion carried.***

***Library Board President Flynn asked if there were any other remarks. Hearing none he said, "Library Business hours will continue at Monday-Friday 9am-6pm and Saturday 9am-1pm."***

**Library Administrator Monthly Update** | Sue Mevis Library Administration provided an October Monthly Statistical Report overview. In brief 54 new cardholders were added; 5,020 visits; 3,629 digital and streaming items checked out; and 10,967 physical items checked out. Library Administrator Sue Mevis said that the Library is offering [Grab & Go](#) material packs, pre-packaged programs, and make & take kits.

**2. Minutes of October 16, 2020 Library Board Meeting:**

***Motion by Board member Mike Devitt seconded by Board Member Beth Jewell to approve the minutes of the October 16, 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 Beth Jewel with second by Board Member Mary Vogl-Rauscher to approve the invoice paid list dated November 13, 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 October 31, 2020. At the end of October 87.56%% of the budget had been expended.

**4. Endowment Fund Period Ending October 31, 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 October 31, 2020. He mentioned that increases in the government debt could lead to inflation which in turn could impact investments.

Library Board members acknowledged a \$100 restricted gift in memory of Corrine Hill a former Library Employee donated by Pat Pawl also a former Library employee. The Library Administrator said Corrine worked at both the old and new library for 30 year.

**5. Building and Equipment Report:**

Mevis said the new Digital Monument Sign brick base had been installed along with the cabling and electrical work. Final sign install is expected to happen next week.

**6. Library Policies:**

Under policy business Mevis presented the Board with a list of closed dates for 2021:

- *New Year's Day (Friday, January 1<sup>st</sup>)*
- *New Year's Saturday (January 2<sup>nd</sup>)*
- *Memorial Day (Monday, May 31<sup>st h</sup>)*
- *Fourth of July is on a Sunday \**

- *Labor Day (Monday, September 6<sup>th</sup>)*
- *Thanksgiving Day (Thursday, November 25<sup>th</sup>)*
- *Christmas Eve Day (Friday, December 24<sup>th</sup>)*
- *Christmas Day (Saturday, December 25<sup>th</sup>) \**
- *New Year's Eve Day (Friday, December 31<sup>st</sup>)*

***A motion was made by BDUSD Designee Rob Meyer seconded by Board Member Mary Vogl-Rauscher to authorize the Library remain open the Friday after Thanksgiving November 26, 2020 an official City Holiday.*** Mevis said full-time staff that work a Holiday receive time and a half. ***With no further comment or discussion, the ayes have it and the motion carried.***

***Per City Policy full-time employees receive an additional day of leave when a Holiday falls on Saturday or Sunday. Independence Day falls on Sunday, Christmas Day, and New Year's Day are on Saturday in 2021.***

Library Administrator Sue Mevis said with the Library Building closed in December, she recommends adding December 28, 29, 30 to 2020 closed dates. No staff in the building would be safest following a holiday that includes potential gatherings.

***Financial Secretary John Haider moved with second by Board Member Jewell to add December 28, 29, 30 to the 2020 Closed Dates Listing. With no further comment or discussion, the ayes have it and the motion carried.***

Under Library Board business Mevis distributed a list of Board Meeting dates for 2021. Mevis reminded the Board that to coincide with the city billing cycle Board Meetings are scheduled for the Friday before the third Monday. Meeting dates for 2021 are as follows: January 1, February 12, March 12, April 16, May 14, June 18, July 16, August 13, September 17, October 15, November 12, December 17. To help Board members out Mevis said she added a 2<sup>nd</sup> or 3<sup>rd</sup> Friday notation behind the date. Five of the meetings will be on the 2<sup>nd</sup> Friday of the month (February, March, May, August and November) and seven on the 3<sup>rd</sup> Friday of the month (January, April, June, July, September, October and December).

**Personnel Report:**

7. Mevis said no changes in staffing had occurred.

**Monarch Library System Report:**

8. Mevis said there was nothing new to share.

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

9. Review of available Library services and building status.

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

10. Library Board Member Mary Vogl-Rauscher shared information on a Moraine Park and Jefferson School diversity book distribution initiative. The initiative goal expanding availability of reading materials with a diversity focus to support education was achieved. It was a very positive experience and collaboration. Library Administrator Sue Mevis thanked Mary for sharing and mentioned that the Library had also updated and purchased new diversity materials for the Library collection. There are a variety of diversity materials available digitally through the Library's hoopla digital service too.

**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, December 18, 2020.*

**Meeting Adjournment:**

12. **Financial Secretary Haider moved with second by Board Member Mary Vogl-Rauscher to adjourn the meeting at 9:09am. With no comment or discussion, the ayes have it and the motion carried.**

Recording Secretary,  
*Sue Mevis*  
Sue Mevis, Library Administrator