

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

**1. Call to Order:**

The Meeting, held remotely by **Zoom** a web-based videoconferencing tool, was called to order at 8:00am by Library Board President Jim Flynn.

**2. Roll Call & Introduction of Guests:**

**Library Board Members Present:** Library Board President Jim Flynn, Financial Secretary John Haider, BDUSD Designee Rob Meyer, Library Board Vice President Samantha Stam, Tina Pawicz, Mary Vogl-Rauscher, Alderperson Mike Wissell, and Mike Devitt who left the meeting at 9am due to attend to other business.

**Board Members Excused:** Beth Jewel

**Guests 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.

**3. 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 is 73.02% up from last month when it was 71.8. Cal said he would contact the Library Board Financial Secretary between now and the next meeting if he feels there is a need to make portfolio adjustments. This was agreeable to all present. Market indicators could shift due to a variety of factors political, economic, etc. *Hemling left to attend to other business at 8:16am.*

**4. Minutes of November 13, 2020 Library Board Meeting Approval:**

***Motion by BDUSD Designee Rob Meyer Mike Devitt seconded by Board Member Tina Pawicz to approve the minutes of the November 13, 2020 Board Meeting with one correction noted by Board President Jim Flynn page 3 changing 2020 to 2021. With no further comment or discussion, the ayes have it and the motion carried.***

**5. Financial Reports:**

***Motion by Vice President Samantha Stam seconded 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 November 30, 2020. At the end of November 88.04%% of the budget had been expended.

## 6. Library Services & Activities Report:

Library Board President Jim Flynn asked Library Administrator Sue Mevis to provide a Library Services update. Sue said Mayor Becky Glewen called her before the meeting to touch base on city building closures. *In relation to the Library, the Mayor's thoughts mirrored her own to continue the Library building closure in January. Decision to be evaluated monthly at Board Meetings.*

*Maintaining a healthy and viable City workforce level is a factor to consider. Dodge County health numbers are still not great Sue said and gatherings are likely to spike over the holiday. She and the Mayor discussed building reopening factors to consider moving forward that included continuing to monitor the health pandemic along with statistics, vaccination roll out speed, county & statewide cases, testing, hospital occupancy status, educational facility status, etc. She and Jana Stephens the Watermark Administrator talked earlier this week and Jana said she expects to be offering remote only services the first couple of months in 2021.*

Library Board President Jim Flynn asked for further input from the Board and hearing none requested a library building closure motion and a second. He said he supports keeping the Library building closed in January. ***Library Board member Mary Vogl-Rauscher seconded by Vice President Samantha Stam to continue the Library building closure in January to be evaluated monthly at Board Meetings. With no comment or discussion, the ayes 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 in January."***

**Library Administrator Monthly Update** | Sue Mevis Library Administration provided a November Monthly Statistical Report overview. In brief 16 new cardholders were added; 1,357 website visits occurred; 3,677 digital and streaming items checked out; and 3,872 physical items checked out.

The Library Administrators and Librarians present reviewed available remote services including: Contactless Pickup, Mobile Print option, Grab & Go Craft Kits, and Virtual Programs.

The Library Administrator and Librarians updated the Board on the new pickup service stating things are going well. Feedback from the public using the service has been positive. The contactless pickup location offers a variety of benefits.

There is a large awning which provides cover. Convenient Spring Street entrance is a few feet from assigned pickup parking. Library returns are near pickup providing a dual drop off pick up option. Library Board member Mary Vogl-Rauscher provided some input to the location and process to be considered in the event inclement weather presents issues.

## **7. Endowment Fund Period Ending November 30, 2020:**

Under Endowment Fund business the Financial Secretary, John Haider presented the Board with a Summary of Endowment Funds held by Wells Fargo Advisors period ending November 30, 2020. Market volatility remains a concern John said. His suggestion to hold and wait a bit longer before making any adjustments was agreeable to all present.

*Library Board Members acknowledged the following Endowment Deposits:*

- Gifts from Corrine Hill's son Todd and Daughter Lorna received funeral offerings.
  - ✓ \$200.00 (Seven Employees honoring Corrine Hill whose daughter is their supervisor.)
  - ✓ \$400.00 Eleven family members and friends donating in honor of Corrine Hill).
- \$100.00 gift to Endowment Fund from Sue Mevis, Library Administrator in honor of Corrine Hill former Library Secretary/Library Clerk for 30 years. Large Print books purchase specified.
- \$50 in honor of David Benns of Powersports Company for his excellent customer service is designated for 2021 Summer Kid's Reading program.
- \$100 from Michelle Lawrence of Beaver Dam as a thank you to the Library.

The Library Administrator said acknowledgments are in process. Donations for Corrine Hill have reached the threshold for an engraved plate on the Endowment Fund \$500-999 plaque.

## **8. Building and Equipment Report:**

Mevis said the new Digital Monument Sign installation was complete. Library Board Vice President spoke favorably about the new messaging sign appearance as did others present.

## **9. Personnel Report:**

Mevis said that the part-time Library Customer Service employee remains out on FFCRA COVID-19 leave at this time. This type of leave expires December 31, 2020 and the employee has indicated she will decide whether to return to the position after the new year.

## **10. Monarch Library System Report:**

Library Administrator Sue Mevis said due to a 6-month delay in the high speed TEACH Line installation there will be a 6-8-month delay in "going live" in the Monarch Library Catalog. She extended the Library SirsiDynix Integrated Library System contract for 1-year February 2021-March 2022 to accommodate the delay and strengthen system redundancy.

Mevis shared an internet communique to Monarch Library System Tech Staff and System Administrator notifying them that the TEACH line was installed at the request of the System to connect to Polaris (Monarch Catalog). All other library internet traffic will continue to flow through Beaver Dam's high speed 1GBps which is 10 times faster than the 100Mbps TEACH line. *Beaver Dam is committed to providing the fastest and best internet possible to the community.*

*Monarch had suggested dropping the high-speed Spectrum line and moving all traffic to TEACH, Mevis said. Since the library approaches 600 Mbps even during building closures she deemed this suggestion not to be feasible.*

11. Items for future agendas to include library service updates during the health crisis, policy review, and annual reports. *Library Board member Mary Vogl-Rauscher's suggestion to revisit developing a library strategic plan at a future meeting was agreeable to all present.*

Library Administrator Sue Mevis said she and the Librarians can do some preliminary work on future vision and goals in advance of formal planning to help get the process rolling. 2020 was a real eye opener and game changer for the library and knowing where things are at now is a vital part of a strategic planning effort. With the expectation of budgetary difficulties in future years setting priorities will be vitally important.

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

- 12 There were no announcements from the Board offered.

**Next Regular Meeting Date Announced:**

13. Library Board President Flynn *reminded the Board that the next Library Board Meeting is Friday, January 15, 2021 at 8am to be held by Zoom a videoconferencing tool.*

**Meeting Adjournment:**

14. **Financial Secretary Haider moved with second by Board Member Tina Pawicz to adjourn the meeting at 9:08am. With no comment or discussion, the ayes have it and the motion carried.**

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