

CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES

Friday, September 17, 2021 at 8:00am

Location: Library Welsh Meeting Room with Zoom Attendance Option

1. Call to Order, Roll Call & Introduction of Guests:

The Meeting held in the Library Welsh Meeting Room and remotely by *Zoom* a web-based videoconferencing tool, was called to order at 8:00am by Library Board President Jim Flynn. Flynn welcomed those attending the meeting in-person and by Zoom to the meeting

Library Board Members Present In-Person: Library Board President Jim Flynn, Library Board Vice President Samantha Stam, BDUSD Designee Rob Meyer, and Mary Vogl-Rauscher.

Library Board Members Present via Zoom: Financial Secretary John Haider, Ward 10 Alderperson Kara Nelson, Tina Pawicz, Mike Devitt, and Liberty Bell (*excused at 8:30 am for other business*).

Guests also Present In-Person: Sarah Cournoyer, Youth Services Librarian; Cal Hemling, Wells Fargo Library Endowment Fund Advisor; and David Vanden Avond, Excel Engineering, Inc.

Guests also Present via Zoom: Anita Streich, Information and Community Services Librarian.

2. Appearances & Correspondence:

Cal Hemling, Wells Fargo Investment Advisor provided an overview of the Library's Endowment Fund portfolio. He had no recommendations to move anything.

David Vanden Avond, Excel Engineering, Inc. present to describe next steps in Facility Planning project, the design schedule. It will outline the goals of the project, redesign the library for next generation and today's use, will include a listening session with the library board, development of 2-3 options in terms of features and costs. This is an iterative process that will lead to floor plans and renderings to be presented to the Library Board. The proposal, images of a learning lab, and the schedule timeline will be emailed to the Library Board for review.

Board member Mary Vogl-Rauscher stated that Excel Engineering was selected on the recommendation of the City's Director of Engineering, Todd Janssen, and BDUSD Designee Rob Meyer stated that the Beaver Dam Unified School District also worked with the firm. Vogl-Rauscher reiterated the tiered approach to priorities and cost for the scale of the project, that Requests for Proposal (RFPs) would be competitive, but that the choice of one firm for the exploratory process was appropriate in response to Alderperson Kara Nelson's query regarding the RFP process and competitive bids.

Committee members, Vogl-Rauscher, Vice President Samantha Stam, and Meyer referred to summary of themes from the study conducted by Harper Mruk of the United Way of Dodge County, transparency in process, and moving from conversation stage to next steps. Meyer recommended the materials provided to the Facility Planning Committee by Mruk and Vanden Avond be shared to the whole Board for review after Board member Mike Devitt stated the

materials had not been circulated. Vogl-Rauscher requested the item be added to the Special Meeting agenda for discussion and action on September 24, 2021. Hemling and Vanden Avond were invited to be present. *Hemling and Vanden Avond left to attend to other business at 8:40am.*

3. Minutes of August 13, 2021 Library Board Meeting Approval:

Motion by Vogl-Rauscher seconded by Meyer to approve the minutes of the August 13, 2021 Board Meeting. Alderperson Nelson abstained. With no comment or discussion, the ayes have it and the motion carried.

4. Minutes of August 16 and September 1, 2021 Facility Planning Committee Meeting Approval:

Motion by Meyer seconded by Stam to approve the minutes of the August 16 and September 1, 2021 meeting. Committee members voted aye, and the motion carried.

5. Library Administrator Retirement October 1, 2021:

Discussion of no party for retiring Library Administrator Sue Mevis per her wishes, but discussion of possible gift. Vogl-Rauscher will follow up on gift. Discussion of Interim Library Administrator appointment and next steps deferred to Special Library Meeting on Friday, September 24, 2021 at 8am to be held in the Library's Welsh Meeting Room with a remote option to attend.

6. Library Staffing Update:

Youth Services Librarian Sarah Cournoyer reported that Sara Tiede, a former staff member, rejoined the library as a PT clerk. Her former library experience made for an easy onboarding experience with training on the new Polaris Integrated Library System (ILS) the top priority.

7. Library Budget Proposal 2022 Update:

Flynn acknowledged the 100% reimbursement level approval from Dodge County and will send thank you letter on behalf of the Library Board.

8. Review Library Financial Reports:

Cournoyer stated that those reports were not available at this time.

9. Library Services & Activities Report:

Cournoyer updated the Board on library programming with plans for an outdoor Storytime and craft as part of the Fall Downtown Fest special event on Saturday, October 30. Community and Information Services Librarian Anita Streich reported that plans for a November Book Club program are proceeding. Cournoyer mentioned the hybrid programming model in place at The Watermark through Beaver Dam Community Activities and Services Department with plans to observe for possible application at the library.

Flynn acknowledged the August Monthly Report provided by Cournoyer.

Flynn inquired as to the viability of Library website support to the City as the Library moves to full service. Streich stated that she is doing what she can with the understanding that library work is

a priority. Vogl-Rauscher expressed appreciation for the quality, quantity, and effort of the work that Streich and other Librarians have provided in support of the City, particularly the development of and updates to the Swan Park Restoration section of the website.

10. Endowment Fund Period Ending August 30, 2021:

Financial Secretary John Haider presented the Board with a Summary of Endowment Funds held by Wells Fargo Advisors period ending August 30, 2021.

The Library Board acknowledged a memorial donation for Lois Ehlert in the amount of \$50.00 as an unrestricted gift.

11. Monarch Library System Report:

Cournoyer noted that a System Director had been hired with an October 6, 2021 start date with a formal announcement to come soon.

Cournoyer reported that the transition to the shared Monarch Catalog, while labor intensive, is going well. Patrons have been positive and patient with the extra time it takes to register for new cards or to update and/or merge an existing Monarch card. She commended staff on their positive attitudes, flexibility, and efforts in learning a new ILS and running it in tandem with the SirsiDynix ILS. The transition includes merging digital services accounts for OverDrive, Libby, and hoopla, which has been relatively smooth apart from some patron accounts which Librarians are working diligently to resolve with OverDrive. Cournoyer also commended Technical and Public Services Librarian Kristen Lagerstam for her ongoing efforts to manually add new and existing library materials to the Monarch Catalog, which is an ongoing process begun over one year ago. Cournoyer stated that due to the volume of patrons and time required to register them, the Youth Desk has become an overflow registration and check out station staffed by her or Lagerstam keeping wait times manageable and reducing congestion in the front desk entry way area. The sunset date for the SirsiDynix ILS is December 31, 2021.

12. Items for future agendas:

Library facility planning activities, interim and permanent Library Administrator matters, Monarch Catalog transition will continue to be discussed. Vogl-Rauscher requested that use of the digital sign be added to the October 15, 2021 meeting agenda regarding its use to promote community and/or non-library events.

13. Announcements or Comments from the Board | Non-Action Discussion

The Library Board expressed their thanks for the work of the Librarians and library staff, recognizing the diligent efforts required to ensure smooth operation of the library during the Monarch transition.

14. Next Meeting Dates Announced:

Library Board President Flynn *reminded the Board that the Special Library Board Meeting is Friday, September 24, 2021 at 8am to be held in the Library Welsh Meeting Room with a remote option and the next regular Library Board Meeting is Friday, October 15, 2021, at 8am to be held in the Library Welsh Meeting Room with a remote option.*

15. Meeting Adjournment:

Meyer made a motion to adjourn that was seconded by Stam at 9:15am. With no comment or discussion, the ayes have it and the motion carried.

Recording Secretary,

Sarah Cournoyer

Sarah Cournoyer, Youth Services Librarian