

CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES

Friday, September 24, 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, Financial Secretary John Haider, and BDUSD Designee Rob Meyer.

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

Library Board Members Excused:

Tina Pawicz, Mary Vogl-Rauscher.

Guests also Present In-Person: Sarah Cournoyer, Youth Services Librarian; Mayor Becky Glewen; Cal Hemling, Wells Fargo Library Endowment Fund Advisor; Harper Mruk, United Way of Dodge County; and David Vanden Avond, Excel Engineering, Inc.

2. Facility Plan Proposal Review, Discussion, and Action:

David Vanden Avond presented the preliminary timeline and next steps with phases, budget, and contract for design schedule services. He showed images of a previous project for Waupun Christian School. After his presentation, he accepted questions from the Library Board.

Library Board President Jim Flynn asked if it would be helpful for the Board to set a budget prior to the design stage. BDUSD Designee Rob Meyer spoke about the school example shared and that its design flexibility would not require any remodeling or more than a coat of paint in the future. Flynn acknowledged that the basement was not at code for occupancy or public use. Financial Secretary John Haider asked about the roof, the timeline for replacement, and its impact on any construction related to the facility. Mayor Becky Glewen stated that construction bids and times could be a long-term situation given the current impacts on supply chain and costs on the industry. Board members acknowledged that the Endowment Fund had unrestricted funds at 1.3 million. Library VP Samantha Sam suggested setting a low and high range and Flynn concurred. Alderperson Kara Nelson questioned the time frame of the engage and select construction manager deadlines identified as December in the timeline. Vanden Avond stated that the timeline was fluid and could be adjusted.

Haider made a motion to approve the transfer of \$10,000 from the Wells Fargo fund to the American Bank Endowment Fund checking account to move ahead with the Excel Engineering contract, seconded by Board Member Mike Devitt. With no comment or discussion, the ayes have it and the motion carried.

Guests Cal Hemling, Harper Mruk, and David Vanden Avond left at 8:18am to attend to other business.

3. Hiring Process for Library Administrator Position:

Flynn appointed Haider to discuss this agenda item and to be the Hiring Committee Chair. Haider asked Mayor Glewen if the posting had been made. She stated that the internal posting was in process but that she would need to confirm with Director of Administration Zak Bloom when the posting would be made. Flynn will meet with Bloom to confirm the posting and provide updated job description.

Haider described pros and cons to internal and external search stating there were currently five libraries with open Director positions in the area. Library Board VP Samantha Stam and BDUSD Designee Rob Meyer agreed to participate on the Hiring Committee. Haider stated that Monarch Library System could be helpful with providing typical interview questions. Stam agreed to contact Lynn Heuther, Office Manager at Monarch. He anticipates approximately sixty days to face to face interviews depending on response for qualified candidates possessing a Master's in Library and Information Science degree, eligibility for a Grade 1 Public Library Certification, several years of management or supervisory experience, and in area or willing to relocate.

Flynn mentioned possibility of entire Library Board interviewing potential candidates. Meyer agreed full participation could be a good idea with consideration of the size of the pool of candidates.

Flynn proposed continued discussion for Director search to continue at the next regular meeting of the Library Board on Friday, October 15, 2021 at 8am.

4. Meeting Adjournment:

Stam made a motion to adjourn that was seconded by Meyer at 8:33am. With no comment or discussion, the ayes have it and the motion carried.

Recording Secretary,

Sarah Cournoyer

Sarah Cournoyer, Youth Services Librarian