

CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES
Friday, October 15, 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 8:01am 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 Financial Secretary, John Haider.

Library Board Members Present via Zoom: Ward 10 Alderperson Kara Nelson, Tina Pawicz, Mike Devitt (*left to attend to other business at 9am*), and Liberty Bell.

Library Board Members Excused: Mary Vogl-Rauscher.

Guests also Present In-Person: Sarah Cournoyer, Interim Library Administrator/Youth Services Librarian; Cal Hemling, Wells Fargo Library Endowment Fund Advisor

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 and its stock to bond ration. Discussed market conditions with good earnings YTD. Hemling requests guidance on strategy for investments regarding funds for facility project and possible market fluctuations. Discussion to be determined by project timeline per Flynn. Haider recommends discussion of portfolio strategy regarding risk and possible market fluctuations. Hemling will research which investments may be candidates for a bond fund. Haider and Hemling to meet and present suggestions at November Library Board meeting. *Hemling left to attend to other business at 8:15am.*

3. Minutes of September 17, 2021 Library Board Meeting Approval:

Motion by Meyer seconded by Stam to approve the minutes of the September 17, 2021 Board Meeting. With no comment or discussion, the ayes have it and the motion carried.

4. Minutes of September 24, 2021 Library Board Special Meeting Approval:

Motion by Meyer seconded by Stam to approve the minutes of the September 24, 2021 meeting. With no comment or discussion, the ayes have it and the motion carried. Alderperson Nelson abstained.

5. Gift for Retired Library Administrator:

City approval of gift card in lieu of party given to Library Board President Flynn. Cournoyer will purchase and have delivered to library. *Motion by Stam seconded by Haider. The ayes have it and*

the motion carried with point of discussion by Meyer regarding recognition gift funded by Board members to be discussed at November 12 meeting.

6. Interim Library Administrator Salary:

Flynn proposed additional compensation for Cournoyer in the role of Interim Library Administrator over and above her salary as Youth Services Librarian. Cournoyer stated that she is currently performing both jobs and would accept additional compensation for the additional role. *Aldersperson Nelson stated the Board has a duty to fairly compensate and moved to table the item until November 12 meeting for closed session action. Meyer seconded motion. Ayes carried it with points of discussion raised by Haider and Meyer proposing compensation for acting job, Pawicz asking about benchmarking compensation for position in comparable WI communities, Bell confirming that this is a temporary raise, by Flynn questioning if the City would pay approved amount retroactively, and Aldersperson Nelson stating that at other Department Head levels within the City, acting roles had received retroactive pay and that she would advocate for that in this case.*

7. Library Administrator Search:

Haider stated that the email he sent with the resume package summarized his recommendation on the internal candidate. Members briefly discussed qualifications, range of search, and potential sources for posting and recruitment. *Meyer moved to invoke a closed session discussion at the end of the open meeting to discuss the internal candidate as stated by Library Board President Flynn under the relevant exemption provided in Wisconsin Statutes s. 19.85(1)(c), seconded by Stam, and carried by ayes by all members present in person and virtually.*

8. Library Budget Proposal 2022 Update:

Cournoyer reported that she would attend the Common Council meeting on Monday, Oct. 18, 2021 at 7:30pm to present the Library's portion of the budget.

9. Review Library Financial Reports:

Discussion of the General and Building Invoices Paid Lists for August 2021 and September 2021 followed with Cournoyer providing clarification on the invoices and budget lines. Expenditure Reports for the months ending July 2021 and August 2021 were reviewed. *Motion by Haider, seconded by Stam to approve the invoices paid. With no discussion or comment, the ayes have it and the motion carried.*

10. Library Services & Activities Report:

Cournoyer highlighted key statistics from the September Monthly Report. Transition into Monarch catalog is smooth; 1,001 new Monarch Beaver Dam cards added in September representing a 1902% increase over the YTD average of 50 new cards per month. Feedback positive from patrons, Monarch libraries, and staff. Work continues adding materials to the Monarch catalog. Communications to the public regarding the transition continue in multiple channels, such as local media, social media, the digital sign, and in-library. Cournoyer also reported on upcoming programs and pending programs. Board members briefly discussed the use of the Library's digital sign. Consensus was that library relevance is key. *Motion by Meyers, seconded by Haider to reserve use of the sign for library communication purposes and to promote*

community activities in which the library actively participates. With no further discussion or comment, the ayes have it and the motion carried.

11. Endowment Fund Period Ending September 30, 2021:

Haider stated that there was nothing further to report beyond the monthly Summary of the Endowment Fund report provided in the board packet.

12. Monarch Library System Report:

Cournoyer reported that Riti Grover has begun her role as System Director. Cournoyer gave an overview of recent topics from the Directors' Council meeting, including possibility of potential funds through both competitive and non-competitive American Rescue Plan Act (ARPA) grants for the system and member libraries to be administered through the Wisconsin DPI. She will follow up and report back on developments. Possibilities for grants include outdoor lockers and RFID.

13. Facility Planning Committee Next Meeting Date:

Stam announced that the next Facility Planning Committee meeting will be held on Wednesday, Oct. 2021, at the Vogl-Rauscher residence at 208 Starkweather Dr., Beaver Dam.

14. Items for future agendas:

- Interim Library Administrator compensation in closed session for Nov. 12, 2021 meeting.
- Recommendations for endowment fund portfolio strategy.
- Recognition of years of service from Board for retired Library Administrator.

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

None

16. Next Meeting Date Announced:

Library Board President Flynn reminded the Board that the next regular Library Board Meeting is Friday, November 12, 2021, at 8am to be held in the Library Welsh Meeting Room with a remote option.

17. Moved into Closed Session to Discuss Internal Candidate and Library Administrator Job Search:

Cournoyer left meeting to attend to other business at 9:17am.

18. Meeting Adjournment:

Meyer made a motion to adjourn that was seconded by Stam at 9:50am. With no comment or discussion, the ayes have it and the motion carried.

Recording Secretary,

Sarah Cournoyer

Sarah Cournoyer, Interim Library Administrator/Youth Services Librarian