

## CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES

Friday, November 12, 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, Financial Secretary, John Haider, Liberty Bell, and Mary Vogl-Rauscher.

**Library Board Members Present via Zoom:** Mike Devitt.

**Library Board Members Excused:** Tina Pawicz, Ward 10 Alderperson Kara Nelson.

**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; Kelly Simon, Daily Citizen.

### 2. Appearances & Correspondence:

Cal Hemling, Wells Fargo Investment Advisor reported current investment ratio is 74.8% stocks to bonds and requested guidance on adjustment to the 70/30 ratio, any funds to adjust or move to money market. Haider and Hemling will discuss options to present to Board at the December 17, 2021, meeting. *Hemling left to attend to other business at 8:18am.*

### 3. Approval of Minutes:

*Motion by Meyer, seconded by Vogl-Rauscher to approve the minutes of the October 15, 2021, Library Board Meeting. With no comment or discussion, the ayes have it and the motion carried.*

*Motion by Vogl-Rauscher, seconded by Bell to approve the minutes of the October 20, 2021, Facility Planning Committee meeting. With no comment or discussion, the ayes have it and the motion carried.*

### 4. Library Financial Reports:

Cournoyer gave an overview of the General and Building Invoices Paid Lists for October 2021. Expenditure Reports for the month ending September 2021 were reviewed. *Motion by Haider, seconded by Devitt to approve the invoices paid. With no discussion or comment, the ayes have it and the motion carried.*

## 5. Library Services and Activities:

Cournoyer provided a summary of statistics and a brief overview of October's programs, including the Not So Spooky Storytimes held on the Library's Spring Street patio as part of the Fall Downtown Fest Event. Attendance was 133 people total and Cournoyer stated that the patio worked great as a venue with the recommendation to consider the possibility of adding an electrical outlet on the other side of the entry door for more flexibility in use of the space.

Statistics and circulation trends were highlighted in the October Monthly Report.

## 6. Endowment Fund:

Haider summarized holdings as presented in the Financial Secretary's report. The Library Board acknowledged restricted gifts in the amount of \$100 for preservation of the Lois Ehlert banners from Loewen (Arbalaez) in memory of Lois Ehlert, as well as a donation of \$265 from Jane Suhling in memory of Phyllis Linck Nagler for genealogy use. Unrestricted gifts in the amount of \$1,000 by Duane Schroeder and \$400 by the employer of Jeff Gilhart were also acknowledged.

## 7. Personnel:

Stam asked for the purpose of the Interim Library Administrator job description; Cournoyer stated that it provides clarity regarding the responsibilities and duties she is fulfilling as the Interim Library Administrator. *Motion by Haider, seconded by Vogl-Rauscher to approve the Interim Library Administrator job description. With no discussion or comment, the ayes have it and the motion carried.*

Cournoyer confirmed the gift card for retired Library Administrator, Sue Mevis, arrived. Cournoyer stated she has collected donations towards a recognition gift from some Board members already. A card for Board members to sign will be available at the December 17<sup>th</sup> meeting. Board members will determine the gift at that meeting, too.

Stam, Chair of the Search Committee, updated the Board on the status of the Library Administrator search. Stam submitted the posting to the Wisconsin Library Association (WLA) Job Board and to Handshake, the career resource platform for the UW System on November 11th. Vogl-Rauscher stated that they were coordinating the posting to the City website with the Mayor. Cournoyer asked if a closing date had been set. Stam and Vogl-Rauscher stated 30 days and that fundraising and taking minutes at Library Board meetings were added to the internally posted job description.

## 8. Library Board and Policy:

Cournoyer presented a list of the 2022 Library Board Meeting dates. She stated that the meetings are at 8am on the Friday before the third Monday of each month to coincide with the City's billing cycle. *Motion by Meyer, seconded by Bell to approve the 2022 Library Board Meeting Dates. With no discussion or comment, the ayes have it and the motion carried.*

A draft version of the 2022 Library Closed dates was submitted for consideration by Cournoyer. Discussion ensued regarding the Friday after Thanksgiving, for which the Library Board has annually voted to stay open although it is officially a City holiday, with Meyer requesting a count

of visits for 2021 for evaluation purposes. Discussion of observing the City's holiday closing policy regarding 2022's Christmas Eve, Christmas, New Year's Eve, and New Year's versus the library being open occurred. *Motion by Vogl-Rauscher, seconded by Stam to approve the Library Closed Dates 2022 as presented. Point of discussion raised by Meyer who said that the Board would consider amending the closed dates if appropriate, the ayes have it and the motion carried.*

#### **9. Monarch Library System:**

Cournoyer reported that the Library is a participant in two American Rescue Plan Act (ARPA) competitive grant applications in the Library Space and Safety Improvements categories – one for RFID and one for pick-up lockers. Twenty-six applications were received for this category so it will be highly competitive. Cournoyer will provide updates.

Cournoyer also alerted the Board that several member libraries have received challenges to library materials recently. The Library's Collection Development and Management Policy, Challenged Materials Policy, Procedures for Request for Reconsideration, and the Request for Reconsideration of Library Materials form were approved in May 2021.

#### **10. Facility Planning Committee Next Meeting Date:**

Vogl-Rauscher stated that the next meeting is pending Excel Engineering, Inc. setting a date. Vogl-Rauscher gave a brief recap of the tour and meeting, clarifying that Excel will contact City personnel regarding water damage areas of concern before proceeding with the exploratory stage and staggered proposals.

#### **11. Items for Future Agendas:**

Meyer requested Cournoyer provide a brief overview of the policies and procedures related to collection management and materials challenges at the December 17<sup>th</sup> meeting.

#### **12. Announcements or Comments from the Board | Non-Action Discussion**

Stam agreed to attend the Lois Ehlert Mural Dedication at BDACT Fine Arts Center on Sunday, November 14 as Library Representative.

#### **13. Closed Session – Interim Library Administrator Compensation:**

*Flynn announced the intention to go into a closed session under the relevant exemption provided in Wisconsin Statutes s. 19.85(1)(c) to consider compensation of a particular employee. A motion to convene in closed session was made by Meyers, seconded by Vogl-Rauscher. Motion approved by unanimous vote of Flynn, Stam, Haider, Bell, Devitt, Meyer, and Vogl-Rauscher.*

*Cournoyer left meeting to attend to other business at 9:17am when the Library Board entered closed session.*

*Motion by Vogl-Rauscher, seconded by Stam to pay Cournoyer, as Interim Library Administrator, an additional \$200 per week as a separate payroll line item and retroactive to Sept. 13, 2021. Motion approved by unanimous vote of Flynn, Stam, Haider, Bell, Devitt, Meyer, and Vogl-Rauscher.*

**14. Next Regular Meeting Date:** Friday, December 17 at 8am.

**19. Meeting Adjournment:**

*Meyer made a motion to adjourn, seconded by Vogl-Rauscher at 9:47am. With no comment or discussion, the ayes have it and the motion carried.*

Respectfully submitted,

Sarah Cournoyer  
Sarah Cournoyer  
Interim Library Administrator