

CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES

Friday, December 17, 2021, at 8:00am

Location: Library Welsh Meeting Room with Zoom Attendance Option

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

Meeting 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 (excused at 9am), Liberty Bell, Mike Devitt, and Mary Vogl-Rauscher.

Library Board Members Present via Zoom: Financial Secretary, John Haider; Tina Pawicz (excused at 9:15am) and Ward 10 Alderperson Kara Nelson (excused at 9am).

Guests also Present In-Person for all or part of the meeting: Sarah Cournoyer, Interim Library Administrator; Cal Hemling, Wells Fargo Library Endowment Fund Advisor; Maryann Schacht, City Attorney; Mayor Rebecca Glewen; and Scott Tillema, Library Custodian.

Guests also Present via Zoom for all or part of the meeting: Anita Streich, Information and Community Services Librarian; John Neumann, Facility Supervisor; David Vanden Avond, Excel Engineering, Inc.; and Kelly Simon, Daily Citizen.

2. Appearances & Correspondence:

Cal Hemling, Wells Fargo Investment Advisor reported portfolio doing well and is at 74% equities and 26% bonds or cash balance.

David Vanden Avond, Excel Engineering architect, presented two design options for the facility. Focus included ease of entry, accessibility, technology center, defined children's area, reading nooks, multipurpose study rooms, and lower-level program space. Both plans include renovated toilet rooms and the addition of a family restroom. Option two with new entry selected for further design development by Board consensus.

Maryann Schacht addressed the Board to emphasize that committee meetings should be held in public spaces not private residences. Future committee meetings will take place in the Library meeting room.

3. Approval of Minutes:

Motion by Vogl-Rauscher, seconded by Devitt to approve the minutes of the November 12, 2021, Library Board Meeting. With no comment or discussion, the ayes have it and the motion carried.

4. Library Financial Reports

Haider reviewed the written report, stating there are \$1,362,000 in available funds. Cournoyer summarized the list of invoices paid and the comparison of expenditure to budget. As of December 10, 2021, 78% of the budget had been expended. *Motion by Stam, seconded by Devitt*

to approve the invoices paid. With no comment or discussion, the ayes have it and the motion carried.

5. Report of the Librarian

Cournoyer reviewed statistics; programs and activities; staff morale; and two grants.

6. Library Policy Review

Cournoyer presented the Library Collection Management Policy, including the Reconsideration Procedure and form approved at the May 2021 meeting. Vogl-Rauscher requested the discussion of the Consent Calendar (Consent Agenda) be postponed until the January meeting.

7. Facility Plan Committee Report

Vogl-Rauscher stated that a meeting date and time had not been set for January 2022.

8. Administrator Search Committee Report

Stam stated that the job had been posted and one contact was made by an interested party. The job listing closes December 23, 2021.

9. Recognition Gift for Retired Library Administrator

Cournoyer was assigned to purchase a gift certificate and a card.

10. BDUSD 21st Century Community Learning Center grant partnership opportunity

As the BDUSD liaison, Meyer presented a partnership opportunity on a five-year, \$500,000 grant. Requested support is for librarian selection and collection development of books for youth in grades 2-5 participating in afterschool book clubs should the grant be awarded. *Motion by Vogl-Rauscher, seconded by Stam, with Meyer abstaining, for the library to be the BDUSD's community partner in the grant application. With no comment or discussion, the ayes have it and the motion carried.*

11. Items for future Agendas – none

12. Announcements – none

13. Next Regular Meeting Date: Friday, January 14, 2022, at 8am.

14. Meeting Adjournment:

Vogl-Rauscher made a motion to adjourn, seconded Devitt at 9:19am. With no comment or discussion, the ayes have it and the motion carried.

Recorded by,

Sarah Cournoyer
Interim Library Administrator