

CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES

Friday, April 15, 2022, at 8:00am

Location: Library Board Room with Zoom Attendance Option

Call to Order, Roll Call & Introduction of Guests:

Meeting called to order at 8am by Library Board President Samantha Stam. Stam welcomed those attending in-person and by Zoom to the meeting.

Members Present: Samantha Stam, President; Mike Devitt; Mary Vogl-Rauscher; Rob Meyer; Liberty Bell; and Tina Pawicz

Also Present for all or part of the meeting: Sarah Cournoyer, Library Administrator; Anita Streich, Community & Information Services Librarian; John Neumann, City of Beaver Dam Facility Supervisor; and Cal Hemling, Wells Fargo Advisor

Appearances & Correspondence

Cal Hemling, Wells Fargo Advisor, informed the board that YTD markets are down between 4-12.6%. Inflation and interest rates are rising. Endowment portfolio stands at 71% equities with the balance in cash and bonds. Hemling left following his report for other business.

Consent Agenda

On motion by Meyer, seconded by Devitt, the Board approved accepting the Consent Agenda package which included **Action Items:** Approval of Minutes of March 18, 2022 meeting; Invoices Paid List and **Informational Items:** March 2022 Monthly Report; and Library Administrator's Report with attached Mayoral Proclamation of National Library Week and Certificate of Commendation honoring the Library from the Office of the Governor.

Library Board

Cournoyer gave a brief update that Mayor Glewen is in the process of appointing two members at large and making the annual Alderperson appointment. The election of officers will be held during the Library Board Annual Meeting on May 13, 2022. Cournoyer stated all Library Board members are eligible for office according to the bylaws. Elected positions include the President, Vice President, and Financial Secretary.

Library Policy

On motion by Meyer, seconded by Devitt, the Board approved the Pest Control Policy.

Cournoyer presented an overview of general and specific criteria for weeding and evaluating materials and collections as part of the overall collection management of the library and answered questions from the Board.

Facility Planning

Vogl-Rauscher summarized the Facility Committee meeting on April 13, 2022, for members not in attendance. The Committee requested deliberation and action from the Board on approval of budget proposal as presented by WDS and determination whether Excel Engineering's design plan work should be managed separately or under the WDS construction management contract.

Key points of discussion included:

- Neumann confirmed that CIP funds for the roof replacement are secured, but with rise in material costs may be less than needed.
- Neumann stated window replacement would need to be brought before the Common Council for consideration of inclusion the City's CIP with the process beginning in August/September.
- Phased construction planned to keep library open during the project.
- Fundraising, grant-seeking, possibility of naming rights, and potential capital campaign.
- Potential kick-off event for fundraising and project awareness in Summer 2022.

On motion by Devitt, seconded by Bell, the Board approved the payment of \$5,000 from the Endowment fund checking account to WDS Construction as a retainer and that WDS Construction manage Excel Engineering under the construction management contract.

Items for future Agendas include policy review and capital campaign requirements.

Announcements – none.

Next Regular Meeting Date is Friday, May 13, 2022, at 8am.

Adjournment

On motion by Devitt, seconded by Vogl-Rauscher, the Library Board adjourned at 9:00am.

Recorded by,

Sarah Cournoyer
Library Administrator