

CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES

Friday, July 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 8:00am by Library Board President Samantha Stam. Stam welcomed those attending in-person and by Zoom to the meeting.

Members Present: Samantha Stam, President; Mary Vogl-Rauscher; and Kevin Luebke in person. Tina Pawicz and Eric Schumacher-Rasmussen attended via Zoom.

Members Excused: Rob Meyer; Frank Ferree; Mike Devitt; Liberty Bell

Also Present for all or part of the meeting: Sarah Cournoyer, Library Administrator; Kristen Lagerstam, Technical & Public Services Librarian; and Cal Hemling, Wells Fargo Advisor in person.

Appearances & Correspondence

Cal Hemling, Wells Fargo Advisor, stated that the current value of the Endowment Fund investment portfolio is up from last month and stands at \$1,516,000. Equity to bond ratio is correct per the Board's 70/30 standard. Corrections are being made to the market and the outlook is positive.

Financial Secretary's Report

Mary Vogl-Rauscher explained that the financial report was not available at this time as the new report format is being developed; she and Cournoyer verbally provided end of month balances of the Endowment Fund checking account and Gifts and Lost Books checking account.

Facility Planning

Vogl-Rauscher informed the Board that she is working with WDS to get a revised design cost from Excel Engineering. Cournoyer stated that the condition report has not been received yet and that she and John Neumann were following up. Vogl-Rauscher and Stam clarified how the roof CIP project, funded for 2021 and carried over due to lack of bids, fit into the facility project as a separately invoiced project that might generate more bids in conjunction with the full project. Cournoyer reiterated that it will be imperative to have the completed condition report and the estimated cost of windows to provide a CIP request for Council's consideration in August. Discussion of grants and their cycles followed with Vogl-Rauscher and Cournoyer stating that they will be pursuing additional funding sources. Vogl-Rauscher also spoke about the possibility to consider low interest loans, stating that it would require discussion and decision by the Board.

Consent Agenda

On motion by Vogl-Rauscher, seconded by Luebke, the Board approved accepting the Consent Agenda package which included **Action Items:** Approval of Minutes of the June 17, 2022, meeting; Invoices Paid List and **Informational Items:** Preliminary June 2022 Expenditure to Budget Report, June 2022 Monthly Report; and Library Administrator's Report. Pawicz abstained.

Library Policy

Upon motion by Vogl-Rauscher, seconded by Schumacher-Rasmussen, the Board approved the Internet and Wi-fi Access and Use Policy after brief discussion.

Library Board

Cournoyer gave a brief presentation on Trustee Essential 2: Who Runs the Library? And Trustee Essential 10: Developing Essential Library Policies. Vogl-Rauscher encouraged members to consider attending the Wisconsin Library Association (WLA) Conference in November and participating in other CE opportunities. Cournoyer stated that the cost of attending the conference is budgeted for and paid by the library. She also shared information about the Wisconsin Trustee Training Week 2022 series of webinars, which will be recorded and shared with registrants, the week of August 22-27, 2022. Vogl-Rauscher requested Cournoyer suggest best practices in grant funding as a topic to the WLA Conference Committee, as that would be valuable.

Items for future Agendas – none.

Announcements – none.

Next Regular Meeting Date is Friday, August 12, 2022, at 8am.

Adjournment

On motion by Luebke, seconded by Vogl-Rauscher, the Library Board adjourned at 8:55am.

Recorded by,

Sarah Cournoyer
Library Administrator