

## CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES

Friday, August 12, 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; Kevin Luebke, Rob Meyer in person. Mike Devitt attended via Zoom.

**Members Excused:** Eric Schumacher-Rasmussen; Tina Pawicz; Frank Ferree; Liberty Bell

**Also Present for all or part of the meeting:** Sarah Cournoyer, Library Administrator; Samantha Jones, Youth Services Librarian; John Neumann, City Facilities Supervisor; Cal Hemling, Wells Fargo Advisor; and Rick Schaalma, WDS in person.

### Appearances & Correspondence

Cal Hemling, Wells Fargo Advisor, informed the Board that the portfolio stands at \$1,603,508 for an \$85,000 gain. Equity to bond ratio is correct per the Board's 70/30 standard. Hemling said the market is recovering off the lows with inflation at 8.5% and the Fed poised to continue raising interest rates. He awaits Board instructions on making funds available and predicts that fall may be better for fundraising for the facility project from donors as the market corrects.

### Library Financials

Vogl-Rauscher stated that the new report format is coming along with another meeting planned with Stam and Cournoyer to have it ready for September.

The Board acknowledged the receipt of a \$5,000 grant for educational or literacy purposes from the Hicks Charitable Foundation. Cournoyer stated that she and the librarians will bring proposals to present to the Board to consider for the expenditure of the grant.

### Facility Planning

Vogl-Rauscher introduced Rick Schaalma, WDS Estimator, to go over the Excel design bid and condition report. Based on the revised proposal from Excel Engineering, Schaalma checked with two other library designers and expects they would come in higher if they were available. Stam asked if 8% was high and Schaalma said that it represents the contract value and complexity of the work; the 8-10% is a normal design fee for a project at or under \$2 million dollars. He recommends accepting the revised bid.

Per Schaalma, the condition report is due diligence and in summary of the attic issues:

- Venting and insulation issues in the roof may have contributed to the aging of the windows.
- State of insulation includes missing, too little, or too much, all of which lead to moisture issues.
- Sprinklers are above the insulation, if wet lines, then they could freeze and burst.

Per Vogl-Rauscher's request, Schaalma shared his recommendation that correction of the venting and insulation issues is the top priority, should be completed first, and all core issues resolved. Vogl-Rauscher asked John Neumann his view of the Library CIP request; Neumann stated that the CIP request

should include all three priorities identified in the condition report, namely the venting and insulation, the roof (with \$120,000 in carried over CIP funds towards current costs), and window replacement. Based on the findings, Neumann feels a comprehensive request is appropriate and necessary. He did state that he expects the City's CIP committee will have no argument against it, but that the challenge before the City is funding and debt limitations in terms of funding projects. Schaalma will provide costs to Neumann for the preparation of the CIP request.

Luebke inquired about membrane roofing on low slope roof areas and Schaalma agreed that would likely be a good choice of materials in addition to the metal roof.

Schaalma noted that the facility project budget by WDS was prepared last spring, costs have changed, and he recommends the Library Board budget a 20% contingency to cover increased costs of materials, but he does expect prices may come down somewhat in 2023.

Vogl-Rauscher thanked Hemling, Schaalma, and Neumann for their work thus far towards the project. Hemling and Schaalma left at 8:40am to attend to other business.

### **Consent Agenda**

With a correction to the dates of Trustee Training Week to August 22-26 in the minutes, on motion by Meyer, seconded by Vogl-Rauscher, the Board approved accepting the Consent Agenda package which included **Action Items:** Approval of Minutes of the July 15, 2022, meeting; Invoices Paid List and **Informational Items:** July 2022 Expenditure to Budget Report, July 2022 Monthly Report; and Library Administrator's Report.

### **Library Budget**

Cournoyer informed the Board that the budget proposal is due September 9, 2022, to the City. She confirmed with John Sommers, City Financial Consultant, that if the Board makes changes to the budget proposal at the September 16, 2022, meeting then the revised budget can be submitted at that time. Budget meetings with the Mayor, Sommers, and the new City Administrator, Nathan Thiele, will begin the week of September 18, 2022. Neumann reiterated that he will need the cost estimates for the attic venting and insulation, roof, and windows from WDS prior to the September 9 deadline to prepare the CIP request. Vogl-Rauscher and Cournoyer confirmed they will follow up with WDS, as necessary.

### **Personnel Update**

Based on the staffing summary and job descriptions provided by Cournoyer, on motion by Vogl-Rauscher, seconded by Meyer, the Board approved filling the vacant Circulation Assistant positions. State-wide Interlibrary loan (ILL) service is eligible to resume and building supervision duties are imperative in providing opening, closing, and Saturday coverage; this position also serves as the circulation supervisor and provides administrative support to the Administrator and librarians. Cournoyer stated that she will post internally for these positions first.

Cournoyer also confirmed that she will be posting two of the four clerk positions that opened due to a retirement, accepting more hours at a primary position, moving out of the area, and returning to college. At this time, she does not recommend filling all four.

### **Library Board**

Cournoyer briefly highlighted opportunities for library advocacy by Board members as outlined in Trustee Essential 13: Library Advocacy. Some opportunities include supporting budget and CIP requests, promoting library digital services like hoopla, and being a knowledgeable representative of the library in the community.

**Items for future Agendas** – Marketing Strategy per Vogl-Rauscher, Meyer, and Cournoyer’s request; Hicks grant use proposals; operational strategy plan for the next 4-6 years.

**Announcements** – none.

**Next Regular Meeting Date** is Friday, September 16, 2022, at 8am.

### **Adjournment**

On motion by Luebke, seconded by Vogl-Rauscher, the Library Board adjourned at 9:11am.

Recorded by,

Sarah Cournoyer  
Library Administrator