

## CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES

Friday, September 16, 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; Kevin Luebke; Rob Meyer; Mike Devitt; Tina Pawicz; Frank Ferree

**Members Excused:** Mary Vogl-Rauscher; Liberty Bell; Eric Schumacher-Rasmussen

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

### Appearances & Correspondence

Cal Hemling, Wells Fargo Advisor, advised the Board that the market is choppy with ups and downs; interest rates rising; endowment fund portfolio down \$36,000 from last meeting. The 70/30 mix is correct. Hemling left at 8:34am to attend to other business.

New City Administrator, Nathan Thiel, attended the meeting until 8:40 am when he left to attend to other business. Thiel introduced himself to the Board, members introduced themselves, and welcomed Thiel to Beaver Dam.

### Library Financials

In Vogl-Rauscher's absence, Cournoyer informed the Board that the current balance of the Endowment Fund checking account is \$5,103.30 and the balance of the Gifts and Lost Books account is \$13,051.29, which includes \$10,000 in Hicks grant funds to be used towards educational or literary purposes.

Stam advised the Board that the Financial Secretary's draft report will be sent out by Cournoyer to members for feedback. A finalized version is expected to be ready at the October 14, 2022, meeting.

### Facility Planning

Stam asked Neumann if the roof re-design, attic and insulation work, roof, and replacement of clerestory windows estimated at \$1.3 million and submitted as a 2023 CIP proposal would solve future and current roof issues. Neumann said correct pitch and insulation would address those issues. The project will depend on CIP funding. Thiel stated that there are currently \$9 million in submitted proposals and \$4 million in potential funding, so the situation is challenging; Ferree concurred. Meyer stated that the roof must move ahead with the renovation or the renovation will have to follow the roof; Neumann agreed that the roof must move ahead, also stating that due to the current pitch of the roof manufacturer's will make no warranty for asphalt shingles as the roof is now.

Meyer stated that the timeline for the Board's renovation is to yet to be determined and suggested a Facility Planning Committee meeting take place before the next Board meeting in order to bring a recommendation to the Board so that the full Board may present to Common Council. Funds are available for a refresh immediately, but the grand plan will merit fundraising efforts. The plans and WDS project estimate are available, but timeline is also contingent on feasibility of the Library's CIP proposal being funded as it would be prudent to have the projects occur in conjunction with each other. The Board reiterated their commitment to the renovation project. Luebke asked about the committee and Stam invited him to join it.

### **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 the August 12, 2022, meeting; Invoices Paid List and **Informational Items:** August 2022 Expenditure to Budget Report, August 2022 Monthly Report; and Library Administrator's Report.

### **Library Budget**

Cournoyer reviewed the amended budget, which was adjusted due to filling the two approved Library Customer Service Assistant positions. Dodge County has yet to set a rate of reimbursement for circulation to rural residents, therefore the budget was prepared at a 90% reimbursement rate. Statutorily, the County is required to reimburse at 70% of the cost of circulation, but the rate could be between the statutory level and the 100% level the County has been moving towards. Even at the 90% rate, cuts were made in the technology and materials lines. Luebke asked if this would impact quality of service. Cournoyer responded that there was a cost savings achieved by joining the Monarch Shared Catalog; that no significant technology equipment upgrades were due in 2023; and that due to changes in circulation due to the pandemic and the availability of items through the shared catalog that materials funds would be sufficient for 2023 in her estimation.

On motion by Meyer, seconded by Devitt, the Board approved the amended budget.

### **Library Policy**

After brief discussion, on motion by Meyer, seconded by Luebke, the Board approved the disqualification of the patron and the animal due to repeated incidents of violating the Unattended Pet Policy and Library Code of Conduct that took place in August 2022.

## **Personnel Update**

Cournoyer was happy to inform the Board that current Library Clerks, Sara Tiede and Denise Minnig, accepted promotions to the two PT position of Library Customer Service Assistant effective September 18, 2022. Both bring considerable skills and experience to the position.

Cournoyer also stated that due to the resignation of a Library Clerk, there are now three open Library Clerk positions to fill. Recruitment is in process, but no applicants to date.

## **Library Board**

Meyer proposed postponing the Operational Strategy Planning Session item until the October 14, 2022, meeting.

**Items for future Agendas** – Operational Strategy Planning Session.

**Announcements** – none.

**Next Regular Meeting Date** is Friday, October 14, 2022, at 8am.

## **Adjournment**

On motion by Pawicz, seconded by Devitt, the Library Board adjourned at 9:01am.

Recorded by,

Sarah Cournoyer  
Library Administrator