



311 North Spring Street, Beaver Dam, WI 53916

BOARD OF TRUSTEES MEETING MINUTES

Friday, August 18, 2023, at 8:00am

Location: Library Board Room with Zoom Attendance Option

Call to Order

Meeting called to order at 8am by Library Board President Samantha Stam.

Members Present: Samantha Stam, President; Mary Vogl-Rauscher; Kevin Luebke; Eric Schumacher-Rasmussen; Mike Devitt; Liberty Bell; Rob Meyer; Frank Ferree

Members Excused: Connie Fiegel

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

Appearances & Communications

Hemling reported that the Wells Fargo Endowment Fund portfolio's value as of the current day is \$1.629 million and though down so far for the month, the previous month's gains balanced that out. He stated that markets are up for the year overall and expects lower interest rates next year. He confirmed that CDs are generally considered a safe option for short term investment given the building project.

Thiel presented an overview of updates to the City's Personnel Handbook and answered questions from Board members. The handbook is still in draft form but will be distributed when finalized.

The Board acknowledged correspondence thanking the Library for Anita Streich's assistance with a genealogy family history project; from the Beaver Dam Area Community Foundation for the non-endowed Beaver Dam Community Library Fund opened June 2023; and from the Playground Movement for supporting the Youth Service Day food drive.

A thank you card to the City of Beaver Dam Common Council in appreciation of the prioritization and funding of the Library roof project was circulated for signatures. Cournoyer stated that she would present it at the August 21 meeting of the Common Council and Board members were welcome to attend.

Library Financials

Vogl-Rauscher stated that overall, the portfolio was up for the year. She also said that she would like to focus the Financial Secretary Report on the Endowment Fund Portfolio and that balances for other

funds held by the Board of Trustees be included in the consent agenda if that met with the approval of the Board. Consensus was that this would be acceptable to the Board members.

The Board acknowledged the following gifts and donations: \$395 in memory of Carol Taylor for large print books from multiple donors; \$70 from Rosalee Book Boutique from the June fundraiser; and a \$500 donation from Ronald and Roberta Pearson for large print and audiobook CDs.

Library Budget Proposal 2024

Cournoyer invited questions regarding the library revenue overview, the municipal guidelines, anticipated county reimbursements, and the budget proposals prepared using both a 70% reimbursement rate and the 95% reimbursement rate depending on the final reimbursement rate to be approved by the Dodge County Board of Supervisors on November 14, 2023. Thiel took questions from the Board regarding the municipal funds supporting the operations of the library, as well as the facility itself.

After discussion, the Board unanimously approved the 2024 Library Budget Proposals as presented on motion by Vogl-Rauscher, seconded by Devitt.

On motion by Meyer, seconded by Devitt the Board approved the 2024 Library Fee Schedule.

Consent Agenda and Invoice Approval

On motion by Meyer, seconded by Vogl-Rauscher the Board approved the consent agenda, including payment of invoices totaling \$5,222.71 for Plunkett-Raysich Architects from the Endowment Fund Checking.

Library Facility

Cournoyer informed the Board that a kickoff meeting for the roof project will be held at the library on August 23. Attending will be Steven Dasher and Scott Duszynski, representatives of J.H. Hassinger, Inc. who was awarded the bid; Emily Girdauskas, PRA; City Engineer Todd Janssen; Facilities Supervisor John Neumann; Building Inspector John Moosreiner; and Cournoyer.

Plumbing repairs addressed a toilet in the women's public restroom, and the staff break room sink trap, both of which developed holes in the original copper drainpipes. Due to the aging of the pipes and likelihood of additional leaks developing, Facilities Supervisor John Neumann approved replacement of drainpipes for all plumbing fixtures coming from the women's restroom.

Due to time constraints, the Board requested that the Renovation Study and the Potential Capital Campaign and Fundraising items be placed on the September 15 meeting agenda.

Discussion and possible action regarding LuxerOne smart lockers was also postponed.

Library Administrator's Report

Cournoyer invited questions regarding any items included in the report. She shared a flyer for a partnership program with the UW Extension and the Aging and Disability Resource Center (ADRC) in the works for over a year pending availability of trained personnel to offer the Planning AHEAD series on August 21-September 1. Planning AHEAD is a "research-based program [that] will help participants understand how to prepare for the end of life for themselves or a loved one, and why it's important to

have a plan in place.” Cournoyer stated that the Library is working on offering the series in collaboration with the Beaver Dam Community Activities and Services Department and the UW Extension agent during an evening time slot for working adults in the future.

Items for future Agendas –Renovation study, capital campaign and fundraising, and LuxerOne smart lockers.

Announcements – Cournoyer reminded the Board about the Dementia Friendly Organization ribbon-cutting ceremony and reception on Tuesday, August 22 at 4pm stating that public notice had been posted that a quorum of the Board of Trustees may be present and that no governmental business will occur.

Next Regular Meeting Date is Friday, September 15, 2023 at 8am.

Adjournment

On motion by Vogl-Rauscher, seconded by Bell, the Library Board adjourned at 9:20am.

Recorded by,
Sarah Cournoyer

Library Administrator