



311 North Spring Street, Beaver Dam, WI 53916

**BOARD OF TRUSTEES MEETING MINUTES**

Friday, March 15, 2024, at 7:45 am

**Location: Library Board Room with Zoom Attendance Option**

**Call to Order**

Meeting called to order at 7:46am by Library Board President Sam Stam.

**Members Present:** Samantha Stam, President; Kevin Luebke; Mike Devitt; Rob Meyer; Connie Fiegel; Mary Vogl-Rauscher; Eric Schumacher-Rasmussen

**Members Excused:** Liberty Bell; Frank Ferree

**Also Present for all or part of the meeting:** Sarah Cournoyer, Library Administrator; Anita Streich, Information and Community Services Librarian; Mike Wissell, Mayor; Cal Hemling, Wells Fargo Advisor

**Appearances & Communications**

Hemling stated that the market is up, and interest rates are projected to decrease later in the year. The endowment portfolio is at \$1.836 million with a 70/30% mix. CD rates are coming down, but 3–6-month CDs are at 5%. Hearing no questions, he left at 7:50am for other business.

**Library Financials**

Vogl-Rauscher presented the Financial Secretary’s Report as included in the packet.

**Library Administrator’s Report**

Cournoyer presented the report as included in the packet. She informed the Board of several large impact projects involving herself, librarians, and other staff. These projects include the library website redesign launching June 27; Vega Discover catalog launching June 1; Vega Program anticipated to launch June 1; and summer programming launching June 1.

She confirmed that the roof project was expected to begin Monday, March 18 and noted that she is communicating project updates to the public through various media channels, including library signage; the digital sign; a press release to the Daily Citizen and Daily Dodge; radio appearances on Hometown Today and Saturday Morning with Bob Khouri; and on social media, primarily Facebook.

**Consent Agenda and Invoice Approval**

On motion by Vogl-Rauscher, seconded by Devitt, the Board approved the consent agenda as presented.

## **Library Board**

Cournoyer stated that three Trustees had terms expiring this spring: Samantha Stam and Liberty Bell on May 1, 2024 (3-year terms), and Frank Ferree, the Alder liaison, on April 1, 2024 (annual appointment). She noted that all three were willing to serve another term. Mayor Wissell thanked them for their service and willingness to continue.

Cournoyer presented the Memorandum of Understanding between the City of Beaver Dam and the Beaver Dam Area Community Library, providing an explanation of its purpose and recommending its adoption. She answered questions from the Board regarding the MOU.

On motion by Luebke, seconded by Vogl-Rauscher, the Library Board approved the MOU and its signature by Cournoyer and Library Board President Stam. The MOU is expected to be presented to Common Council on April 1.

On motion by Meyer, seconded by Fiegel, the Library Board approved the revised Safe Child policy as presented by Cournoyer with the addition of a hyphen after long in the first paragraph.

## **Library Fundraising Committee**

Luebke presented the brochures and the recommendation to have one hundred of each brochure – Library Renovation Project and How Do I Donate? – printed by Westphal at a cost of \$100 per brochure. He requested feedback; the resulting minor text edits suggested during discussion will be incorporated into the brochures, including the instructions to make checks payable to the Beaver Dam Area Community Foundation.

On motion by Meyer, seconded by Fiegel, the Board approved the order of the brochures with edits made and payment in full from the endowment checking account when the invoice is received by Cournoyer.

Cournoyer gave an update on grants in progress. On motion by Vogl-Rauscher, seconded by Fiegel, the Board approved giving Cournoyer authority to hire a grant writer for up to \$500 payable from the endowment fund checking account.

Luebke shared the presentation dates – April 1 at 7:30pm to Common Council and April 4 at 6:30 to the Civic Pride Subcommittee of the Community Action Plan – and invited the Trustees to attend.

**Items for future Agendas** – none.

**Announcements** – none.

**Next Regular Meeting Date** is Friday, April 12, 2024, at 7:45 am.

## **Adjournment**

On motion by Vogl-Rauscher, seconded by Fiegel, the Board adjourned at 9:06 am.

Recorded by,  
Sarah Cournoyer

Library Administrator