

**Minutes from the March 17, 2015 Meeting of the
Baraboo Public Library Board of Trustees**

I. Call to order

A. Note Compliance with Open Meeting Law

The meeting was called to order at 5:31 pm.

B. Roll Call

Members present: M. Boucher, J. Ellington, M. Grant, N. Knappen, W. Maffei, R. Nelson, C. Olson, B. Stelling, L. Von Asten

Members absent: None

Others present: M. Allen, C. Kipp, N. Rybarczyk, R. Whyte, A. Brown

C. Approve Agenda

M. Allen requested that the Teen Advisory Board report be moved to the first item of business because A. Brown had another commitment.

Motion by J. Ellington to approve the agenda as amended

Second: N. Knappen

Vote: Motion carried

D. Approval of the minutes of the February 17, 2015 regular meeting and the February 26, 2015 special meeting

Motion by W. Maffei to approve the minutes of the February 17, 2015 regular meeting and the February 26, 2015 special meeting

Second: L. Von Asten

Vote: Motion carried

E. Teen Advisory Board (TAB) report

A. Brown reported that the month of March will feature video games. The teens will be able to work on designing video games with the new Xbox and tablets with Project Spark software. In May, there will be a field trip to Wizard Quest in Wisconsin Dells. M. Allen said this was all made possible through a Teen Tech grant from ALA.

II. Unfinished Business

A. Proposed Baraboo School District Emergency Evacuation Agreement

M. Allen said the agreement in the board packet was the agreement that was approved at the last meeting, except the School District of Baraboo wanted to explicitly state in item D. that the library would only be accessible to the district during regular operational hours when the facility is open to the public.

Motion by N. Knappen to approve the revised agreement

Second: J. Ellington

There was discussion on some of the wording and grammatical issues in the agreement and how the agreement may be enforced as a result. After the discussion, it was felt there would be no adverse effects and additional changes did not need to be made.

Vote: Motion carried

B. Approval of outstanding committee meeting minutes from 2014

1. Personnel Committee meeting, August 18, 2014

Motion by R. Nelson to approve the minutes from the August 18, 2014 Personnel Committee meeting

Second: J. Ellington

Vote: Motion carried

2. Finance Committee meeting, September 16, 2014

Motion by R. Nelson to approve the minutes from the September 16, 2014 Finance Committee meeting

Second: J. Ellington

Vote: Motion carried

III. New Business

A. Bills: M. Boucher, examiner

Motion by M. Boucher to approve paying the bills

Second: N. Knappen

Vote: Motion carried

B. Request for approval of Saturday October 24, 2015 as the date for "A Novel Evening" and to close the library that day

Motion by N. Knappen to approve Saturday October 24, 2015 as the date for "A Novel Evening" and to close the library that day

Second: W. Maffei

R. Nelson did not like the idea of closing the library on a day that may be the only option for some patrons to visit. B. Stelling asked if it was possible for the Youth Services Department to stay open. M. Allen said it would be possible, but directing traffic could be difficult. B. Stelling said she agrees with R. Nelson, but sees that it is necessary to close for this event. L. Von Asten agreed with B. Stelling.

Vote: Motion carried with R. Nelson opposed.

C. Impact fee CD investment opportunity

L. Laux asked M. Allen to bring to the attention of the Library Board that a Fire Benefit Fund CD needed to be liquidated and she felt it would be a good opportunity to move some impact fees into the CD for the remainder of the term, which was 0.5% for 5 months. M. Allen did not have any information on which financial institution held the CD at the time of the meeting.

Motion by W. Maffei to move \$30,000 of impact fees into the liquidated Fire Benefit Fund CD as long as the CD was FDIC insured.

Second: R. Nelson

Vote: Motion carried

D. Request for approval of a Penny War as part of the Youth Services summer reading program

This year, the Youth Services department wanted to provide an opportunity for youth to give back to their community. In addition to the family service project, they would like to hold a Penny War. An information sheet was provided that discussed how the point system for the Penny War would work, and that the winner would receive a traveling trophy. The three charities that were chosen were Kids Ranch, Boys and Girls Club, and Hope House. At the end, the money will be divided equally among the charities. Because they were collecting money, they wanted the approval of the Library Board.

B. Stelling suggested the library could be one of the chosen charities.

Motion by N. Knappen to approve the Penny War for the summer reading program

Second: B. Stelling

Vote: Motion carried

M. Grant suggested calling it a Penny Challenge instead of a Penny War. Many board members agreed with the suggestion.

IV. Communications and Reports

A. Correspondence: none

B. Staff Reports: Director, Youth Services, and Development

M. Allen reported that the installation of the cordless phones started today. She also met with Tom Pinion, Brett Rottinghaus of OPN Architects, and Kraemer Brothers today to discuss the proposed building addition. Kraemer Brothers will develop a cost estimate.

M. Allen said she would be taking some time off March 30 through April 3.

M. Allen reported Penny Johnson recorded a TV spot for Madison's CW program Talk of the Town about teens in libraries. SCLS has a segment on this program once per month to promote library topics.

C. Kipp reported that Youth Services holds a story time at Oak Park Place (OPP) two times per month. OPP resident Gertrude Williamson gave a donation to Gail Johnson after the last story time for \$350 to help with Babygarten programming and expenses. C. Kipp also said there is a program at St. Clare Meadows once per month and they offered to host a campfire again like last year.

R. Whyte reported the Baraboo Elks are sponsoring the purchase of the cordless phones. She also reported she had a form for board members to fill out to help in the creation of an invitation list for the next "A Novel Evening" fundraiser. The mailing last year was 500 pieces.

C. Financial summary

The financial summary was reviewed. M. Allen said this month was the first look at the 2015 expenditure report. Cross border payments and state aid were still coming in.

M. Grant asked M. Allen if she was aware of anything in the budget proposed by the Governor that could negatively affect the library. M. Allen said not directly. The library systems may be affected, but they have gotten in front of many of the issues. M. Grant asked if it would affect the city and county funding. M. Allen said it was possible.

W. Maffei requested to get the financial summary before the meeting. M. Allen said that L. Laux was a little behind this month and apologized it did not go out with the board packet.

D. Statistics

The February 2015 statistics were reviewed.

E. Trust fund report

The trust fund report was reviewed. M. Allen highlighted that the first statement from Raymond James was received. She said there was a CD coming due as well and went over the information on rates provided by L. Laux in the board packet.

Motion by B. Stelling to invest the CD coming due at the Baraboo National Bank for 3 years at 1.20%

Second: L. Von Asten

Vote: Motion carried

F. Board member volunteer experiences

L. Von Asten reported she helped with Friday coffee and the book sorting. B. Stelling said that Bekah Kate's donated a coffee maker to the Friends for Friday coffee.

M. Allen said she will email a list of available volunteer activities to the library board members.

G. Friends report

R. Whyte reported that the Friends are working on finding book sale volunteers. The book sale will take place May 6-9.

On April 7th John Ellington and Marlys Schulz will be performing gospel and show tunes. The Books for Babies project will be starting soon.

H. Building & Grounds Committee

N. Knappen reported the committee did not meet. The committee will meet when more information and quotes are received from Deb Haeffner at SCLS Building Consultant.

Although not on the agenda, M. Allen provided a trustee handbook to all board members. B. Stelling said she recently had her tour of the library and she learned a lot. She has told many people about what kind of services we have to offer. B. Stelling commented that she did not know about some of the things the library offered until after the tour.

V. Adjournment

Motion by N. Knappen to adjourn

Second: J. Ellington

Vote: Motion carried

Meeting adjourned at 6:17 pm.