

**Minutes from the April 21, 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 5:30 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. Grant would like to move the Teen Advisory Board report to the item immediately following item D. Approval of the minutes of the March 17, 2015 meeting.

Motion by N. Knappen to approve the revised agenda

Second: B. Stelling

Vote: Motion carried

D. Approval of the minutes of the March 17, 2015 meeting

Motion by N. Knappen to approve the minutes of the March 17, 2015 meeting

Second: W. Maffei

Vote: Motion carried

Abstention: M. Boucher

E. Teen Advisory Board (TAB) report

A. Brown reported there were 30 participants in the video game workshop and 18 individuals are going on the field trip to Wizard Quest. Many of the teens who participated in the video game workshop are still working on the games they created.

Today, there was a program on creating Book Faces. The pictures will be uploaded to the digital picture frames in the Teen area.

A. Brown also reported this would be her last Library Board meeting. M. Grant said she appreciated everything she has done and appreciated all of the reports A. Brown has given.

II. Unfinished Business: Proposed Baraboo School District Emergency Evacuation Agreement

M. Allen wanted to give one final report on the evacuation agreement. The agreement has been approved by the City Public Safety Committee and the City Council. There will be a drill to practice an evacuation in May.

### III. New Business

#### A. Bills: J. Ellington, examiner

J. Ellington reported there was an issue with a handling fee and it was being addressed.

Motion by J. Ellington to approve paying the bills

Second: N. Knappen

Vote: Motion carried.

#### B. 2016 Adjacent County Reimbursement Requests

M. Allen briefly explained that by law the library is eligible to bill adjacent counties for library use by their residents who live in a municipality that does not have a library. As a service, SCLS will send the invoices to the counties on behalf of the library if authorized by the library board to do so. A copy of the agreement was included in the Library Board packet.

Motion by N. Knappen to authorize SCLS to bill the adjacent counties on our behalf

Second: W. Maffei

Vote: Motion carried

#### C. Proposal for the use of the 2015 Friends Book & Bake sale proceeds

M. Allen reported that the Friends would like to put \$3,000 toward purchasing a gas insert for the fireplace in the Adult Reading Room. W. Maffei asked if M. Allen had a proposal yet on how much the fireplace insert would cost. M. Allen said not yet, but it would cost more than \$3,000.

L. Von Asten asked where the money will come from if there is not enough raised from the book sale.

M. Allen said she did not know at this time. R. Whyte said there may be a memorial that could cover the remaining cost.

M. Grant asked how much the book sale typically earned and M. Allen said between \$3,000 and \$4,000.

Motion by M. Boucher to accept the proposal from the Friends to use \$3,000 of the 2015 Friends Book & Bake Sale proceeds to help purchase a gas fire place insert for the fireplace in the Adult Services Reading Room

Second: L. Von Asten

N. Knappen raised a discussion about whether or not to strike the word "gas" for the fireplace insert in the motion in case the Library Board decided to go with an electric insert. W. Maffei felt that the money from the sale will not cover the insert entirely and the rest of the money will have to be approved from somewhere else. He felt the amendment to the motion was not necessary. N. Knappen withdrew his proposed amendment.

Vote: Motion carried

Abstention: J. Ellington

#### D. Library Board vacancies

C. Olson needs to spend more time with his family and will be leaving the board as the Baraboo School District representative. Jane McMahon will be replacing him. His last meeting will be on May 19.

M. Boucher will be leaving the board as well and tonight is his last meeting. He has accepted a position at Lake Superior State University.

E. Resolution in honor of Marc Boucher's service

M. Allen read a framed resolution regarding the Library Board's appreciation of his service to the Baraboo Public Library.

F. Appointment of a Nominating Committee

M. Grant said the purpose of the nominating committee is to select officers to be elected by the Library Board at the July meeting. She asked for volunteers and N. Knappen, L. Von Asten, and J. Ellington offered to serve on the committee. The volunteers said they would meet after the next Library Board meeting.

M. Allen also discussed the possible replacement for M. Boucher on the board. M. Grant had suggested Forrest Hartmann and M. Allen passed along the suggestion to Mayor Palm. She also talked to Hartmann and he agreed to serve on the Board of Trustees pending the approval of the Mayor.

There was discussion about the board member terms that are up in June. The terms of M. Grant, J. Ellington, and R. Nelson are up in June.

G. Proposed policy establishing effective date of employee compensation change with regard to position revision

R. Nelson reported the policy committee met prior to the Library Board meeting and came up with the following policy to recommend to the Library Board:

Any change to an employee's compensation which results from a revision of their job description shall not be effective until the new job description and compensation are approved by the Board of Trustees. Retroactive adjustments to compensation will not be made.

Motion by W. Maffei to approve the policy created by the Policy Committee

Second: N. Knappen

M. Grant asked what if an employee asks to have a position re-evaluated and the Director does not get to it right away. R. Nelson said that the employee could talk to their immediate supervisor or talk to the Library Board if there is an issue. N. Knappen agreed with R. Nelson.

Many of the Trustees felt the policy was short and to the point.

W. Maffei said he also liked the policy because it puts the salary decisions back into the power of the Library Board.

M. Grant felt the policy was clear and fair. She said sometimes there is a tendency for duties to creep into a job sometimes, but this policy addresses the issue well.

M. Allen wanted to emphasize that the leadership team keeps job duties of the employees within the scope of the position description.

Vote: Motion carried.

#### IV. Communications and Reports

##### A. Correspondence: none

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

M. Allen reported that in partnership with the UW-BSC library we will be publishing a Sauk County Palm of the Hand memoir. The plan for the book is to be a snapshot of memoirs from people who live or work in Sauk County. Michael Czarnecki is the creator of the Palm of the Hand method will be publishing the book for us through his publishing house, Foot Hills Press. M. Allen said that a reading of submissions selected for the book will take place at the Summerset Festival this year.

M. Allen will have a library display at the Earth Day event at UW-Baraboo and will be taking the book arch as well to feature in the Encore Art exhibit coordinated by the Sauk County Art Association.

M. Allen and M. Boucher will be talking with the Wisconsin Library Association's Library Development and Legislative Committee about the changes to the library privacy statutes.

M. Allen is working on setting the date for the staff appreciation picnic.

C. Kipp reported there are 13 family programs scheduled for the summer. She also said that there will be a "1,000 Books Before Kindergarten" float in the Circus Celebration parade.

M. Allen reported that Joe Colosso, owner of the Al. Ringling Mansion distributed notices advising individuals that routinely park in his lot that beginning April 1, their vehicles will be towed. He would like to keep the parking lot open for their events.

R. Nelson thought Penny Johnson did a great job on the Talk of a Town about teens and libraries. She was very prepared.

##### C. Financial summary

The financial summary was reviewed. M. Allen reported revenue is going well and everything is on target.

##### D. Statistics

The statistics were reviewed. N. Knappen suggested the computer uses might not decline if we have tablet or laptop options. M. Allen said we do have laptops being checked out. N. Rybarczyk said that tablets are being looked into; however, there are some privacy concerns to deal with. Also, SCLS does not support tablet use yet, but they have been investigating it.

##### E. Trust fund report

The trust fund report was reviewed.

F. Board member volunteer experiences

R. Whyte passed around the book sale sign up sheet.

R. Nelson did not have a volunteer experience, but he had the opportunity to stop in and see SCLS delivery and said it was amazing how much work happens behind the scenes.

M. Grant also said she did not have a volunteer experience to report, but she was surprised to see the amount of people on the steps after hours at the library. She discovered they were using Wi-Fi.

J. Ellington reported had fun at his Music with the Friends performance.

G. Friends report

L. Von Asten was able to attend the last meeting, so M. Allen reported that the Friends met on April 14. Preparations for the book sale are taking place, and a card catalog will be going up for silent auction.

She also reported the Books for Babies program started today and plans for the upcoming membership meeting are moving forward. The Friends are also considering a second fundraising event, possibly mini golf in the library.

H. Building & Grounds Committee

N. Knappen reported the committee did not meet. M. Allen reported she had some information come back from Deb Haeffner about the office remodeling. N. Knappen asked about scheduling a date for the spring clean-up. M. Allen said he could just set a date without scheduling a meeting.

V. Adjournment

Motion by N. Knappen to adjourn

Second: J. Ellington

Vote: Motion carried

Meeting adjourned at 6:26 pm.