

MINUTES FOR THE FEBRUARY 16, 2016 METING OF THE  
BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES

I. Call to order

A. Note compliance with Open Meeting Law

Meeting was called to order at 5:30 pm.

B. Roll call

Members present: E. Burchett, J. Ellington, F. Hartmann, N. Knappen, J. McMahon, B. Stelling,  
L. Von Asten, D. Wernecke

Members absent: M. Grant

Others present: M. Allen, C. Kipp, N. Rybarczyk, T. Konkel

C. Approve agenda

N. Knappen wanted to move the discussion of item F. Development Activities before item A.  
Discussion of possible campaign committee membership under New Business.

Motion to approve the amended agenda: F. Hartmann

Second: D. Wernecke

Vote: Unanimous – motion carried.

D. Approval of minutes

1. January 19, 2016 Library Board meeting

Motion to approve the minutes: E. Burchett

Second: J. Ellington

Vote: Unanimous – motion carried

2. June 11, 2015 Nominating Committee meeting

Motion to approve the minutes: J. Ellington

Second: N. Knappen

Vote: Unanimous – motion carried

3. September 10, 2015 Finance Committee meeting

Motion to approve the minutes: F. Hartmann

Second: J. Ellington

Vote: Unanimous – motion carried

4. November 9, 2015 Building & Grounds Committee meeting

Motion to approve the minutes: B. Stelling

Second: D. Wernecke

Vote: Unanimous – motion carried

II. Unfinished Business

A. Teen Advisory Board report

T. Konkel reported on June 7, the teens will be having an Olympic party in conjunction with the reading program that has a focus on yoga and fitness. There will be live action board games as well.

She also reported that for the Wish List, the Teen Advisory Board would like to see a digital media lab and tools for a maker space.

N. Knappen suggested using different terminology or calling the party something else because the term *Olympics* is trademark protected.

Wes Reynolds from OPN was running late and the board moved to the next topic on the agenda.

B. Discussion of proposed parking lot re-design

M. Allen reported that she, M. Grant, and D. Wernecke met with City Administrator Geick. City Administrator Geick felt there were a number of steps that needed to be taken before a design for the parking lot can be discussed. D. Wernecke said the initial plan is to move the house and put in something temporary for a parking lot.

Wes Reynolds from OPN was not present and the board moved to the next topic on the agenda.

C. Library Director evaluation

1. Closed Session: the Library Board may go into CLOSED SESSION per Wisconsin Statue s. 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion by: J. Ellington Second: J. McMahon Roll Call Vote: Unanimous

2. Open Session: Board will reconvene in open session for any necessary action resulting from the closed session.

Motion by: J. McMahon Second: E. Burchett Roll Call Vote: Unanimous

D. Further discussion of OPN proposal for design services for the enhancements of the Adult Department – Wes Reynolds and Brett Rottinghaus, OPN Architects

Wes Reynolds gave a brief explanation on how this is a small project and explained how difficult it is to price out a project of this nature.

There was discussion on the confusion of the quote. W. Reynolds stated that only one option could be chosen and that the figures given were “not to exceed” numbers.

D. Wernecke had an issue with spending a lot of money on the small room because there was a lack of community involvement in the decision.

Motion to approve \$100,000 project scope with OPN and the hourly fee not to exceed \$9,900:

L. Von Asten

Second: E. Burchett

Motion to amend the previous motion to drop it to the \$50,000 project scope with OPN and the hourly fee not to exceed \$7,700: F. Hartmann

Second: D. Wernecke

Discussion of how to vote on the motions and the options followed.

Amended motion vote: Rejected with only F. Hartmann voting in favor of motion.

Original motion vote: Carried with F. Hartmann opposed.

### III. New Business

#### A. Development Activities

Motion to table discussion of development activities to next month: F. Hartmann

Second: D. Wernecke

Vote: Unanimous – Motion carried.

#### B. Possible capital campaign committee membership

Topic was not discussed.

#### C. Website redesign Request for Proposals

Motion to approve the website redesign Request for Proposals: E. Burchett

Second: J. Ellington

Vote: Unanimous – Motion carried.

#### D. 2016 DPI annual report – set special meeting date

The meeting was scheduled for Wednesday, February 24 at 5:30 pm.

#### E. Request to close the library at 5 pm on Wednesday, March 23 for violent intruder training

Motion to approve the closure of the library at 5 pm on Wednesday, March 23 for violent intruder training: D. Wernecke

Second: J. Ellington

Vote: Unanimous – Motion carried.

#### F. Request to expend \$952.43 of the 2016 Sauk County Tech money for Consumer Reports Online and Flipster

Motion to approve the expenditure of \$952.43 from the 2016 Sauk County Tech money for Consumer Reports Online and Flipster: J. Ellington

Second: D. Wernecke

Vote: Unanimous – Motion carried.

### IV. Financial Summary

#### A. Bills: N. Knappen, examiner

Motion to pay the bills: N. Knappen

Second: E. Burchett

Vote: Unanimous – Motion carried.

B. Revenue and donations report  
The revenue and donations report was reviewed.

C. Expenditure report  
The expenditure report was reviewed.

D. Trust Fund report  
The Trust Fund report was reviewed.

V. Consent agenda

N. Knappen asked if the library board meeting was included in the number of program room uses. N. Rybarczyk reported it was not, but it will be included in the future.

VI. Adjournment

Motion to adjourn: J. McMahon  
Second: J. Ellington  
Vote: Unanimous – Motion carried  
Meeting adjourned at 6:52 pm.

After the meeting was adjourned, M Allen noted that discussion of item B under New Business, "Possible capital campaign committee membership," was skipped. She distributed two documents with suggestions for membership to support discussion at the March meeting.