

**Minutes for the June 16, 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 5:01 pm.
  - B. Roll call  
Members present: F. Hartmann, N. Knappen, W. Maffei, R. Nelson, L. Von Asten  
  
Members absent: J. Ellington, M. Grant, J. McMahon, B. Stelling  
  
Others present: M. Allen, C. Kipp, N. Rybarczyk, R. Whyte, T. Konkel
  - C. Approve agenda  
M. Allen wanted to add Resolution in honor of Rob Nelson's service to the Library Board of Trustees as item D. under New Business.  
  
Motion by W. Maffei to approve the agenda as amended  
Second: F. Hartmann  
Vote: Motion carried
  - D. Approve minutes of the May 19, 2015 meeting  
N. Knappen pointed out an error under item B. Staff reports. The words "drop in" should be hyphenated.  
  
Motion by R. Nelson to approve the minutes as amended  
Second: L. Von Asten  
Vote: Motion carried
- II. Unfinished Business: None
- III. New Business
  - A. Bills: W. Maffei, examiner  
Motion by W. Maffei to pay the bills  
Second: R. Nelson  
Vote: Motion carried
  - B. Presentation of Baraboo Education Association School Bell Award  
L. Von Asten said the School Bell Award is given out by the Baraboo Education Association for contributions to the Baraboo School District. This year it was being awarded to the Baraboo Public Library for the classroom visits to bring story times to Baraboo's 4K and Kindergarten classes. She read the plaque and presented the award to C. Kipp.
  - C. Collection size assessment  
N. Knappen asked for this to be added in conjunction with discussion about purchasing additional shelving which was recommended by the Building & Grounds Committee. He stated that he felt that

items that have not been used in 2 to 3 years should be removed from the collection. M. Allen said that she feels the library collection should be growing in areas that are in high demand such as adult fiction, mysteries, and audiovisual materials – particularly DVDs. On the other hand the demand for adult nonfiction is in decline and therefore a part of the collection that can be reduced in size, freeing up space for some growth in other areas in the short term.

D. Resolution in honor of Rob Nelson's service to the Library Board of Trustees

M. Allen read and presented a framed resolution in honor of Rob Nelson's service to the Library Board of Trustees.

IV. Communication and Reports

A. Correspondence: none.

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

M. Allen added that she will be on vacation from June 29 through July 5. She also informed the library board that Anne Rakos founder of Kids' Ranch passed away. She was a great supporter of youth literacy in the community.

M. Allen introduced the new TAB representative Teanna Konkel.

M. Allen also reported that Elliot Carr passed away. He was in charge of safety and risk management for the City of Baraboo and he retired two years ago.

C. Financial summary

The financial summary was reviewed. W. Maffei said a decision will need to be made next month about an expiring CD.

D. Statistics

The statistics were reviewed. N. Knappen pointed out the decline in computer use and increase in wireless usage and Overdrive use.

E. Trust fund report

W. Maffei reported the expiring CD he discussed earlier under the financial summary review was a trust fund CD.

F. Board member volunteer experiences

L. Von Asten said several members helped out at the Spring Clean-up. It was also noted that the rain garden sign needs to be replaced.

G. Friends report

L. Von Asten reported the Friends did not meet.

H. Teen Advisory Board (TAB) report

T. Konkel reported there are 22 teen volunteers for the summer reading program. She also reported there has been a big group of new teens showing up for the Teen Tuesday.

I. Building & Grounds Committee

N. Knappen reported the committee met and discussed replacing the carpet and taking the area behind the fireplace to create counter seating. There is some wiring in that area that can allow for charging mobile devices. The committee discussed moving the audiovisual collections to the reading area where the magazines are now, moving the mysteries to the current location of the DVDs, and purchasing the shelving necessary for the change. The committee also reviewed the annual maintenance checklist.

R. Nelson asked if the committee was exploring carpet tiles for ease of replacement. M. Allen said the committee has discussed carpet tiles and reported that SCLS Building Design Consultant Deb Haeffner offered her thoughts on the pros and cons of tiles versus broad loom. Carpet tiles are more expensive and can be good for high traffic areas. Broad loom is cheaper and better suited to a seating area where chairs and tables are frequently slid over the surface of the carpet. N. Knappen also said the committee is looking for additional samples of tables, soft seating, and chairs for the reading room. There is a Pinterest page with some furniture examples if board members are interested in looking at or submitting ideas.

V. Adjournment

Motion by R. Nelson to adjourn

Second: W. Maffei

Vote: Motion carried

Meeting adjourned at 5:23 pm.