

MINUTES OF THE SEPTEMBER 20, 2016 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 by J. Ellington at 5:30 pm.

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

Members Absent: M. Grant, A. Kujawa

Others Present: M. Allen, C. Kipp, N. Rybarczyk, L. Stanek, T. Konkel

B. Approve agenda

Motion to approve the agenda: F. Hartmann

Second: J. McMahon

Vote: Motion passed unanimously

C. Approve the August 16, 2016 Library Board meeting minutes

Motion to approve the minutes: E. Burchett

Second: B. Stelling

Vote: Motion passed unanimously

D. Approve the September 9, 2016 Finance Committee meeting minutes

J. Ellington said that because there was not a quorum of the Finance Committee present, the minutes could not be approved.

II. Appearance: report on trust funds investment by Laura Stanek, Raymond James Financial Services

L. Stanek came to discuss the trust funds investment account and ask if the Library Board had any questions. She said she began working with the library in 2012 to invest some of the building funds for growth potential. The American Fund was selected as the best mutual funds for both growth and income based on the time parameters of the building project.

She stated the account on September 2 went over \$1 million. It had decreased a little since then due to some market volatility. The funds are still in the same allocations as when we started. We get a quarterly statement and L. Stanek said she would be more than willing to share a snapshot of the performance of the funds at any time.

D. Wernecke asked what costs were built in to the investments. L. Stanek said she did not have the exact fees, but the cost for the American Funds is about 0.6%.

M. Allen told L. Stanek that the building expansion is anticipated for 2020 in the City Capital Plan.

L. Stanek wanted to remind the Library Board that if we tell her we need the money in 6 months, she would start the process of moving the money immediately. J. Ellington said this should be discussed at the next meeting.

III. Unfinished Business

A. Teen Advisory Board report

T. Konkel reported they have planned their fall agenda. Today was Koala Day and the teens discussed all things koala. They have discussed having another iron chef competition as well.

B. Ad Hoc Upgrade Review Committee update

1. Compensation request for note taker

D. Wernecke was looking at someone who is not on the committee to take notes of the meeting. He was looking at \$100 for each of the 4 meetings. M. Allen said we are using building funds to cover the staff time. The Library Board could pay for the note taker from there as well. M. Allen said the person would be considered as an independent contractor with the city.

Motion to cover the cost of a note taker for the Ad Hoc Upgrade Review Committee to a maximum of \$400 for 4 meetings: E. Burchett

Second: J. McMahon

Vote: Motion passed unanimously.

For an update on the committee, D. Wernecke said the committee viewed the staff presentation to present the virtues and limitations of the current library space and took a tour of the library, which was well done. M. Allen gave her presentation as well. At the next meeting, the Committee will discuss the purpose of the library and its role in the community.

There is a webpage for the Committee and all of the notes are being posted there. Since the Library Board will be making the final decisions, D. Wernecke encouraged everyone to review the documentation to stay on top of the information for when the committee makes their final recommendations.

C. Update on website redesign project

N. Rybarczyk said the group did not get a chance to meet, but he had a draft of a homepage layout based on everything the group has discussed with Rose Ziech at the South Central Library System. The next step will be to finalize the ideas and send the draft to R. Ziech to begin the redesign.

B. Stelling said we need to have a logo for the page before it goes live.

L. Von Asten was concerned that the lower section of the webpage was too dark.

D. Update on reading room improvements project

M. Allen said the workgroup met last Wednesday. A light fixture was selected for the entryway. The metal plates and doors were removed from the fireplace. The fireplace is waiting on the electrical work and the custom doors to be fabricated.

New carpet will be installed in the reading room, near the entry and the circulation desk. There will be rubber flooring on the steps in the entryway. The sample wood chair that arrived was extremely comfortable and an excellent choice. The work group selected a style of lounge chair and fabric. There will be 2 lounge chairs by the fireplace with a coffee table and 3 lounge chairs to go at the end the shelving for DVDs and CDs facing the windows.

3 café tables and a high top bar were chosen to go in the area where the western collection resides.

M. Allen said the group is still waiting on power solutions for the reading room.

E. 2017 Budget

The 2017 Budget was included in the packet. M. Allen said it was presented to the Library Finance Committee. There was an overage in the budget of about \$5,000. The increases were in a large part due to fixed fees, like library membership in the South Central Library System. M. Allen will ask the City to cover the overage. Should the City decide not cover it, she would recommend using fund balance.

The Library Finance Committee asked for additional capital requests. M. Allen asked the staff and after careful consideration, no additional projects were identified. The microfilm scanner is included in the capital requests and our current equipment is in desperate need of replacement.

Motion to approve the 2017 budget: F. Hartmann

Second: L. Von Asten

Vote: Motion passed unanimously

IV. New Business

A. Review need to continue coverage of the Adult Services Librarian/Assistant Director service desk hours with Circulation Substitutes

This was discussed in July and the Board approved to cover the service desk hours of N. Rybarczyk to work on the high priority capital request projects and the website redesign project. The next day, N. Rybarczyk had a family emergency and had to take some intermittent Family Medical Leave until September 6. M. Allen proposed that the Library Board approve to continue to cover his service desk time with Circulation Substitutes until the end of the year.

Motion to extend the coverage of the service desk hours of N. Rybarczyk as needed until the end of the year: J. McMahon

Second: E. Burchett

Vote: Motion passed unanimously.

B. General leave requests

1. Penny Johnson
2. Anne Horjus

M. Allen said both P. Johnson and A. Horjus would like to take leave without pay. Per the City employee handbook, these requests would go to City Administrator Geick for approval, but in our case, City Clerk Giese recommended the requests go to the Library Board for approval.

P. Johnson is requesting 12.25 hours of unpaid leave and A. Horjus is asking for 8 hours of unpaid leave.

Motion to grant the requests: L. Von Asten

Second: B. Stelling

Vote: Motion passed unanimously

C. Approval process for future general leave requests

M. Allen proposed that she could approve future general leave requests, if the Board desired.

Motion to allow the Library Director to approve all General Leave requests in the future: J. McMahon

Second: E. Burchett

Vote: Motion carried unanimously

V. Financial Summary

A. Bills: J. Ellington, examiner

J. Ellington recommended paying the bills.

Motion to pay the bills: E. Burchett

Second: B. Stelling

Vote: Motion passed unanimously

B. Revenue and donations report

The report was reviewed.

C. Expenditure report

The report was reviewed.

D. Trust fund report

The report was reviewed.

VI. Consent agenda

M. Allen added that Greg DeSanto resigned his position effective September 10th. He has many exciting opportunities and we wish him the best.

VII. Adjournment

Motion to adjourn: J. McMahon

Second: E. Burchett

Vote: Motion passed unanimously

Meeting adjourned at 6:23 pm.