

MINUTES FOR THE JANUARY 19, 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 at 5:30 pm.
  - B. Roll Call  
Members present: E. Burchett, J. Ellington, M. Grant, F. Hartmann, N. Knappen, B. Stelling, D. Wernecke, and L. Von Asten  
  
Members absent: J. McMahon  
  
Others present: M. Allen, C. Kipp, N. Rybarczyk, R. Whyte, and T. Konkel
  - C. Approve agenda  
Motion to approve the agenda: N. Knappen  
Second: D. Wernecke  
Vote: Unanimous-motion carried
  - D. Approve minutes of the December 15, 2016 meeting  
N. Knappen said the motion in Unfinished Business item D lists option #2 was adopted for the Development Director position, but it did not list the details of what was in option #2. The details of option #2 should be listed.  
  
N. Knappen pointed out the same issue with the motion under New Business item D. The details of R. Whyte's suggested gifts for naming rights were not listed. They should be listed as well.  
  
Motion to approve the minutes of the December 15, 2016 meeting as amended: J. Ellington  
Second: N. Knappen  
Vote: Unanimous-motion carried
- II. Unfinished Business
  - A. Teen Advisory Board report  
T. Konkel reported the Baraboo teen programs have the best turn out for activities in the area. She also reported use of Minecraft in the Teen Department is strong.
  - B. Capital campaign plan – discussion of themes  
R. Whyte, M. Allen, and M. Grant met last week to discuss the capital campaign. One of the things discussed was a theme for the campaign. A handout with some possible campaign themes was included in the board packet.  
  
N. Knappen recommended not using themes that just referenced books. He liked the community aspect of some of the themes. E. Burchett liked Community Connects and he agreed with N. Knappen about the community aspect. Building Community Connections was proposed as a starting point.

M. Grant also reported they started pulling elements together for the case statement and a list of benefits for the new facility. They are trying to pick elements that appeal to different demographics and make the case for them. M. Allen said they should be able to work on a draft soon.

### III. New Business

#### A. Library Director evaluation

1. Closed Session: the Library Board may go into CLOSED SESSION per Wisconsin Statutes 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: N. Knappen

Roll call vote: Unanimous

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

Motion by: N. Knappen

Second: B. Stelling

Roll call vote: Unanimous

J. Ellington reported that the results of the evaluation would be deferred until after he meets with the staff on Thursday.

#### B. OPN proposal for design services for enhancements of the Adult Department

We did not receive a list of things that could be done with the money in each category, but rather a proposal for OPN's services to provide those lists at each price point.

Discussion on the costs presented in the supplemental document titled "Baraboo Public Library – Interior Enhancements Project, Scope of Services – Conceptual Fee Breakdown" (01-14-16) particularly the expensive paint costs, followed.

N. Knappen would like the board to make a decision on this to move forward. He felt the fireplace issue should be revisited. He proposed to look at an electrical fireplace that has the illusion of fire but would not throw off any heat versus using a gas insert for the fireplace.

Working from the supplemental "Scope of Services – Conceptual Fee Breakdown" document:

Motion to go with #1 furniture and #2 power charging: F. Hartmann

- #1 furniture: \$6,090.00 for 101.5 hours of work at \$60.00 per hour
  - Assumes estimate of time:
    - 5.5 hours for 4 meetings( 1 @1 hour; 3 @ 1.5 hours)
    - 56 hours for research and design
    - 32 hours for bidding package development
    - 8 hours for construction administration
- #2 power charging: \$2,843.75 for 43.75 hours of work at \$65.00 per hour
  - Assumes estimate of time:
    - 1.75 hours for 3 meetings (1 @.75 hours; 2 @ 0.5 hours)
    - 16 hours for research with an engineer
    - 8 additional hours of research and design
    - 16 hours for bidding package development
    - 2 hours for construction administration

Second: D. Wernecke

N. Knappen said the OPN proposals are the only way we are going to get the project done. M. Allen reminded everyone that the hourly fees listed are "Not to Exceed" numbers.

Vote: Unanimous - motion carried

More discussion on the itemized list and the project quotes continued because there was a great deal of confusion on the proposal and why it was constructed the way it was. M. Allen said the itemized list was not the quote. It was provided to illustrate the savings on OPN's services reflected in the quote. They will actually be giving us more time than we have been asked to pay for. It was felt by many members of the board that the information received by OPN was not what was asked for.

There was more discussion on the proposed options by OPN and many wanted to wait for more clarification. M. Grant said the motion made by F. Hartmann cannot be dealt with because he left the meeting shortly after the motion passed.

Motion to table the previous motion to move forward with #1-furniture and #2-power charging until OPN can meet with the Library Board to discuss their proposal: L. Von Asten

Second: J. Ellington

Vote: Unanimous - motion carried

C. Discussion of proposed parking lot redesign

The idea is to combine the Ringling lot, the property with the house and the garage, and our lot into one parking lot that the city will maintain. M. Grant said the plans were taken to the initial meeting with City Administrator Geick and Mayor Palm.

N. Knappen would like to see some green space with the new parking lot.

D. Wernecke said he would check to see if there are any grants or other money available to place a geothermal field underneath the new lot in preparation for future use for heating and cooling the expanded and remodeled library.

Motion for M. Grant, M. Allen, and D. Wernecke to meet with city officials to explore green space and geothermal options for the proposed parking lot: N. Knappen

Second: J. Ellington

Vote: Unanimous-motion carried

D. Proposed expenditure to remove partial wall in the interlibrary loan office

The proposed costs to remove the partial wall in the interlibrary loan office were reviewed:

- Huinker Construction - \$1,100
- Bluff Hill Construction & Remodeling, LLC - \$1,157
- Craftsman Construction - \$1,575

M. Allen proposed to pay for the work from the Kuenzi Estate gift. She recommended going with the Huinker Construction quote for \$1,100.

Motion to approve the quote from Huinker Construction to remove the partial wall in the interlibrary loan office: N. Knappen

Second: J. Ellington

Vote: Unanimous-motion carried

IV. Financial Summary

A. Bills: F. Hartmann, examiner

Motion by J. Ellington to pay the bills

Second: D. Wernecke

Vote: Unanimous-motion carried

B. Revenue and donations report

The revenue and donations report was reviewed. M. Allen reported that there were a few bills from 2015 that have not arrived yet and payroll from 2015 that has not been posted yet. The Library Board may have to hold a special meeting in February to approve the annual report to the Department of Public Instruction (DPI).

C. Expenditure report

The expenditure report was reviewed.

D. Trust Fund report

The Trust Fund report was reviewed.

V. Consent agenda

The board requested to see a draft of the RFP for the website redesign by January 31, 2016.

VI. Adjournment

Motion by J. Ellington to adjourn

Second: L. Von Asten

Vote: Unanimous-motion carried

The meeting adjourned at 7:35 pm.

**Baraboo Public Library Board of Trustees  
Nominating Committee Meeting Minutes - DRAFT**

Date and Time: Thursday, June 11, 2015, 4:00 p.m.  
Location: Coffee Bean Connection, 710 Oak Street, Baraboo  
Members Noticed: J. Ellington, N. Knappen, L. Von Asten  
Others Noticed: M. Grant, F. Hartmann, W. Maffei, J. McMahon, R. Nelson, B. Stelling,  
Clerk's office, City Administrator, Mayor

I. Call to order

A. Note compliance with Open Meeting Law

The meeting was called to order at 4:00pm.

B. Roll call

Members present: J. Ellington, N. Knappen, and L. Von Asten

Members absent: none

Others present: none

C. Approve agenda

The committee approved the agenda by consensus.

II. Discussion of slate of officers to nominate at the Library Board annual meeting, July 21, 2015

The committee discussed potential officers for the coming year and recommended the following candidates:

President: Mary Grant

Vice President: Nicol Knappen

Financial Secretary: Wayne Maffei

The committee approved the proposed slate of officers by consensus.

III. Adjournment

Motion to adjourn approved by consensus

**Baraboo Public Library Board of Trustees  
Finance Committee Meeting Minutes - DRAFT**

**Date and Time:** Thursday, September 10, 2015, 12:00 p.m.  
**Location:** Cross, Jenks, Mercer & Maffei, 221 3<sup>rd</sup> Avenue, Baraboo  
**Members Noticed:** M. Grant, F. Hartmann, W. Maffei  
**Others Noticed:** J. Ellington, N. Knappen, J. McMahon, B. Stelling, L. Von Asten, D. Wernecke, Clerk's office, City Administrator, Mayor

I. Opening

A. Open meeting notice posted Wednesday, September 9, 2015

B. Call to order

Financial Secretary Maffei called the meeting to order at 12:01pm

C. Roll call

Members present: M. Grant, F. Hartmann, and W. Maffei

Members absent: none

Others present: Library Director M. Allen

II. Approval of agenda

Motion by: M. Grant

Second: F Hartmann

Vote: Carried

III. Discussion of the 2016 library budget

M. Allen reported that on the revenue side the Mayor recommends an overall 1% increase in operating expenses and a 1% adjustment to the wage scale plus step increases. Anticipated revenue from Sauk County is \$252,305, down \$3,461 from 2015. Anticipated cross border revenue is down slightly as well from \$9,455 to \$9,090. Library over-the-desk revenue largely from fines, copies, and faxes is ahead of budget in 2015. M. Allen recommended a modest increase in to \$26,000 from a budgeted amount of \$24,000 in 2015.

M. Allen reported that an increase in the budgeted amounts for Repair and Maintenance Services - Equipment (line 250) and Automation Software and Supplies (line 311) is necessary:

- Repair and Maintenance Services - Equipment (line 250); increase from \$600 to \$1,000. This line provides funding for copier maintenance and toner plus color copies at \$.07 each. Due to a reduction in budgeted amount of printing included in our SCLS membership from \$1,000 worth of printing to \$500, we are making more of our own color posters and brochures.

- Automation Software and Supplies (line 311); increase from \$3,600 to \$4,600 by shifting funds from line 340 Operating Supplies. The library has several software licenses by subscription (e.g. Donor Perfect Online for donor records management; Volgistics for volunteer intake and scheduling; and Zoho Creator to manage 1000 Books Before Kindergarten and summer library program signup and statistics), a monthly mobile hotspot fee, and additional ink and toner for printers for in-house printing.

The proposed budget also includes funding for anticipated increases in water and sewer (3%), electricity (3%), SCLS membership fee (2.43%), office supplies (5%), and postage (7%). Decreased costs are expected for small equipment (7.4%) as a result of falling prices for computer hardware.

The proposed 2016 budget does not include funding for the operational duties being performed by the Development Director in 2015 – marketing, volunteer coordination, and staff representation to the Friends of the Library.

After accounting for anticipated expenses, \$2,166 remained undesignated. M. Allen recommended that this amount be added to the library materials lines.

Committee members discussed the proposed budget.

Motion to recommend the proposed budget for approval by the full Library Board was made by F. Hartmann

Seconded by: W. Maffei

Vote: Motion carried

M. Allen reported that she would be preparing a draft of proposed capital requests for the full Board meeting after confirming with City Clerk Finance Director the specific parameters for a capital project.

One critical need is a replacement for the self-checkout unit in the adult department. The existing unit is more than five years old and has aged out of eligibility for hardware maintenance and software upgrades. In addition it no longer complies with the SCLS Network Policy (> than 5 years old). N. Rybarczyk is obtaining a quote for a new unit. M. Allen suggested that an undesignated \$5,000 donation used as revenue toward the cost of the self-checkout.

The committee asked to see additional proposals with an emphasis on technology including a Minecraft setup for third to fifth graders at the September library board meeting.

#### IV. Adjournment

Motion by: F. Hartmann

Second: M. Grant

Vote: Motion carried

**Baraboo Public Library Board of Trustees**  
**Buildings and Grounds Committee Meeting Minutes - DRAFT**

**Date and Time:** Monday, November 9, 2015 at 5:00 p.m.  
**Location:** Youth Department, Baraboo Public Library, 230 4<sup>th</sup> Avenue,  
Baraboo  
**Members Noticed:** A. Grady, N. Knappen, B. Stelling, B. McCormick, D. Wernecke, P. Wolter,  
M. Allen, N. Rybarczyk, C. Kipp, R. Whyte  
**Others Noticed:** E. Burchett, J. Ellington, M. Grant, F. Hartmann, J. McMahon, L. Von  
Asten, Clerk's office, City Administrator, Mayor, W. Reynolds, and B.  
Rottinghaus

I. Call to order

A. Note compliance with the Open Meeting Law

Agenda was posted on November 5. Meeting location was moved from the Youth Department to the Adult Department and noted with appropriate signage. Committee Chair N. Knappen called the meeting to order at 5:03pm.

B. Roll call

Present: N. Knappen, B. Stelling, B. McCormick, D. Wernecke, P. Wolter, M. Allen, N. Rybarczyk, C. Kipp, R. Whyte

Absent: A. Grady

Others: Wes Reynolds, Mary Grant

C. Approve the agenda

Motion by: D. Wernecke

Second: B. Stelling

Vote: Carried

D. Approve the minutes of the June 8, 2015 meeting

Motion: B. Stelling

Second: M. Allen

Vote: Carried

II. New business

A. Discussion of construction process for renovation of Adult Department reading rooms and effect on options for interim improvements to electrical, lighting, and other elements - Wes Reynolds and Brett Rottinghaus, OPN Architects

Wes Reynolds introduced himself and introductions were made all around. Brett Rottinghaus was not able to attend the meeting. Committee Chair N. Knappen set the stage for the discussion. The committee had already discussed some specific needs for replacing existing furniture including the lounge chairs and tables and chairs, but questions remain:

What about running electrical for power/charging stations in the tables?  
What about new carpet?  
What about lighting and the ceiling?

We want to be sure the work done and purchases made will be compatible with future needs. What does it make sense to do now?

W. Reynolds reminded the group that we are not at the schematic level yet, just conceptual. The ceiling would be the most expensive. The east reading room will be more disrupted because we will take the boiler out. The west room will be much less changed. The west room currently has only one outlet.

W. Reynolds recommended we come to a consensus about the work we would like done and have OPN draft a proposal for the scope of services. N. Knappen asked if a new RFP was required. W. Reynolds said he hoped not, and that OPN was committed to our project and helping us see-it-through to completion. There was consensus that since this is an ongoing project there was no need to obtain alternate proposals.

W. Reynolds asked what the City purchasing policy was with regard to the level at which multiple quotes were required. M. Allen consulted the City Purchasing Policy and confirmed that multiple quotes are required for all purchases in excess of \$500. W. Reynolds recommended that we define a budget and priorities.

N. Knappen suggested working with a \$50,000 budget.

There was discussion about the carpeting and what might be underneath. B. McCormick and W. Reynolds checked a small section and found underlayment rather than wood floor. How much of the area should be re-carpeted? The idea of re-carpeting both reading rooms and the entryway through to the front desk, possibly ending before the collections area was discussed. P. Wolter asked about the possibility of inseting carpet into the original wood floor rather than laying carpet on top.

Carpet squares and broadloom were discussed. M. Allen noted that Deb Haeffner the South Central Library System Building Consultant has seen installation problems with carpet squares in reading room settings where the furniture is moved around frequently. W. Reynolds said that has not been his experience and that he has found carpet squares to be very effective throughout library environments.

There was discussion about adding power outlets and the possibility of installing power in the floor with "pokes." There was agreement that with only one power outlet in the west room, adding more was a critical element to the interim improvements.

There was discussion about lighting and lamps and how it would improve the ambience of the space. W. Reynolds noted that \$50,000 will disappear quickly when you start talking about lighting. He went on to recommend that we provide OPN with an inventory of what we want to do, to which they would assign time and cost for the work.

There was further discussion about the need to define the committee recommendations and bring them to the full Board for review and approval. There was agreement that the improvements need to be flexible, for example tables should unplug from the power in the floor.

There was discussion about lighting - overhead and lamps. N. Knappen mentioned the attractive lamps in the Wisconsin Historical Society (WHS) reading room. W. Reynolds commented that in the WHS reading room, the lamps provide task lighting since the lighting overall is quite dim. There was concern expressed that lamps are delicate and prone to breakage. W. Reynolds said they look at LED options first when possible. He added that lighting changes are expensive, but can dramatically improve sustainability.

There was discussion about options for providing power and charging capabilities. W. Reynolds commented that tables now come with all kinds of options that they can show us. Comments were made that the lighting is pretty good right now. There was also discussion about changing the lenses of the existing fluorescent fixtures and possibly purchasing different replacement lamps.

There was discussion about the use of the front entryway for community flyers. Strong opinions were expressed about how unattractive this makes the entrance. Others agreed but had observed that the service was helpful to patrons. Different options to service the same need were discussed, including some sort of attractive display set up near the door in the adult department.

There was discussion about the ceiling and options to paint the existing tile white. There was further discussion about painting the walls and what a big improvement that can make. Several committee members volunteered to paint.

To summarize M. Allen was asked to create a list of the improvements the committee was interested in making:

- Soft lounge seating/tables and chairs
- Power/charging
- Fireplace
- Carpet, including front hall stairs
- Lighting alternatives

Painting - walls

Community notice display that is compatible with architecture

M. Allen will circulate the list to the committee for prioritization and then bring the results to the full Board at the November meeting.

B. Program room use evaluation

N. Knappen was interested in how often the program room was being used both for library programs and by outside groups. M. Allen said the monthly in-house program statistics summarized the number of uses and attendance at library programs with some exceptions for adult programs held in the reading room. Program Room Use applications are used to track use by outside groups. A log of requests to use the room that are turned away has been kept since June 2014.

N. Knappen wondered if perhaps the room could be divided. C. Kipp said that for many youth programs the entire space is used.

M. Allen offered to add the use statistics to the monthly report provided to the Board.

III. Unfinished business - deferred

A. Adult Department furniture

B. Carpeting

C. Professional tile cleaning

D. Trash and recycling containers

E. Review of building maintenance checklist- distributed

IV. Adjournment

Motion: D. Wernecke

Second: R. Whyte

Vote: Carried