

MINUTES FOR THE OCTOBER 18, 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. Approve agenda

Motion to approve the agenda: J. Ellington

Second: A. Kujawa

Vote: Motion passed unanimously

C. Approve the September 20, 2016 Library Board meeting minutes

Motion to approve the September 20, 2016 meeting minutes: F. Hartmann

Second: D. Wernecke

Vote: Motion passed unanimously

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

Motion to approve the September 9, 2016 meeting minutes: A. Kujawa

Second: F. Hartmann

Vote: Motion passed unanimously

II. Appearance: Nellie Schmitz, Next Level Creative, Library Logo

N. Schmitz said she built on a draft concept from a previous designer. She focused on a simplified and more modern version of the window design. She also worked on a concept that was completely different.

The board reviewed the different versions of the two designs.

Generally, board members liked the first design with the serif and san serif font with the line break in the middle. There was some concern with replicating the green and orange colors when creating publications.

B. Stelling said that maybe the second logo with the building and the book could be used for the building project or other specific needs.

N. Schmitz made a quick change to the colors, swapping the green and orange for dark grey and yellow. Board members were receptive to the change.

Motion to accept the two logo designs as updated and to develop the stationary package (including letterhead, business cards, and a library card): J. McMahon

Second: J. Ellington

Vote: Motion passed unanimously

III. Unfinished business

A. Teen Advisory Board report

T. Konkel was not present at the meeting. C. Kipp highlighted that the teens had a Taco Tuesday program that was well attended. There are a lot of new 6th, 7th, and 8th graders this year. Today there was a sing-along.

B. Ad Hoc Upgrade Review Committee update

D. Wernecke reported the committee is moving forward. They will be attempting to take the information from the first two meetings and translate that into the space.

They did hire a note taker. However upon further consideration, they assigned note taking duties to the facilitator, who will use the flipchart notes as a guide.

C. Website redesign project update

E. Burchett reported the committee met and discussed some final specifics before handing the project off to Rose Ziech at the South Central Library System. N. Rybarczyk said he will send the specifications to R. Ziech by the end of the week.

D. Reading room project update

M. Allen reported the doors for the fireplace have been ordered and the bid documents for the furniture are nearly ready to go. The electrical diagrams are also nearing completion. She has not heard back from Wisconsin Brick and Block about restoring the brick on the fireplace.

M. Allen said that she will be selling the old furniture on Wisconsin Surplus Auction site. The proceeds will go into the Building Fund.

E. 2017 Budget

M. Allen reported the 2017 budget made it past the first hurdle. There were initially some questions about the microfilm scanner and whether it should be leased. The budget request includes both the capital project funding and the additional operating funds.

IV. New business

A. Discussion of trust fund investment goals

Last month, L. Stanek was here. She recommended the board discuss the goals for the Raymond James investments considering the tentative date of 2020 for the building project.

The board discussed the investment policy and goals. They decided not to make any changes.

M. Allen reminded everyone that there is a CD due in November. D. Wernecke asked if City Treasurer L. Laux negotiated CD rates with any of the banks. M. Allen said she would look into it.

B. Technology wish list – teens, children, and adults

M. Allen said this started out in as a wish list to help, support, and engage the teens in the library. Penny Johnson spoke with the teens and they came up with a list of needs. There was further discussion of the list among all of the programming staff. There was a consensus that we need a sound system for the program room to enhance programming for all ages.

M. Allen said the unspent 2016 Sauk County Technology Funds could go toward the project.

Motion to have the library staff research the options for a sound system and bring a recommendation back to the board: A. Kujawa

Second: E. Burchett

Vote: Motion passed unanimously

C. Small business support initiative

M. Allen said we are working with the Sauey Family Foundation on this project. They want to focus on help for very small businesses such as bars, restaurants, and auto repair shops. The owner may be an expert in their field, but lack knowledge on financing, or marketing, or making best use of their website and social media. She said there was agreement these business owners need to be asked what would be most helpful to them. M. Allen brought up the idea of hiring a business intern to gather the necessary information to make sure we are achieving the goal of the Foundation.

D. Wernecke recommended contacting some of the graduate school programs for possible interns.

M. Allen said there may not be a need for space, except for perhaps for a computer. M. Allen saw this project as more of a programming function of the library.

V. Financial Summary

A. Bills: F. Hartmann, examiner

M. Allen said B. Stelling examined the bills this month and recommended to pay them.

Motion to pay the bills: J. Ellington

Second: L. Von Asten

Vote: Motion passed unanimously

B. Revenue and donations report

The revenue and donations report was reviewed. M. Allen said she will look into how much has been spent on sales tax.

C. Expenditure report

The expenditure report was reviewed. D. Wernecke asked M. Allen if she had any projections on how the rest of the budgets will be spent. In regards to Salary and Wages, M. Allen said we will possibly be a little under budget in wages. She said we may be a little over budget in Salary with the position re-grade for the Adult Services Librarian/ Assistant Director position. She also said that at the end of the year, unspent funds go into our fund balance account.

D. Trust fund report

The report was reviewed. As was stated earlier, there will be a CD coming due in November. M. Grant noted there was some money in the checking account that the Board may want to consider moving.

VI. Consent Agenda

L. Von Asten highlighted that the scheduled performer for the first 2017 Music with Friends concert cancelled, but has since been replaced. She also said the Friends are looking at funding better garbage and recycling containers for the library.

Motion to approve the Consent Agenda: E. Burchett

Second: J. Ellington

Vote: Motion passed unanimously

VII. Adjournment

Motion to adjourn: E. Burchett

Second: D. Wernecke

Vote: Motion passed unanimously

Meeting adjourned at 6:45 pm.