

Minutes for the October 20, 2015 Meeting of the
Baraboo Public Library Board of Trustees

- I. Call to order and welcome to new board member Evan Burchett
 - 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, J. McMahon, B. Stelling, L. Von Asten, and D. Wernecke

Members absent: None

Others present: M. Allen, C. Kipp, N. Rybarczyk, and R. Whyte
 - C. Approve agenda
N. Knappen wanted to add a discussion of how the agenda is formulated as item C. under New Business.

Motion by N. Knappen to approve the agenda
Second: J. McMahon
Vote: Motion carried
 - D. Approve minutes of the September 15, 2015 meeting
Motion by N. Knappen to approve the minutes of the September 15, 2015 meeting
Second: D. Wernecke
Vote: Motion carried
- II. Unfinished Business
 - A. Library building project budget estimate
At the last meeting, there were some inconsistencies noted between the charrette design project budget and the updated project. D. Wernecke, M. Allen, and B. McCormick met to discuss the budgets. B. McCormick suggested the reason OPN's contingency estimates were lower in the more recent project budgets is that they have a better understanding of what the expansion and remodel involves and the likely choices to be made. D. Wernecke was concerned with losing control over the budget. He said there needed to be a check on the numbers.
 - B. 2016 Budget
M. Allen reported the budget request went through the city administration review unchanged. Only the \$750,000 Building Fund request and the \$5,000 equipment replacement fund were cut from the list of capital requests. The operating budget and the remaining capital requests also made it through the first City Finance Committee meeting without any changes, but it is not final yet.
 - C. Discussion of the 2016 Capital budget request
The status of the capital budget requests was discussed in item B. *2016 Budget*.
 - D. Resolution in honor of Wayne Maffei's service as a trustee on the Baraboo Public Library Board
M. Allen read a resolution in honor of W. Maffei's service to the library board for 15 years.

E. Discussion of proposed technology survey

M. Allen asked for any other feedback. N. Knappen commented there has got to be more information about what other libraries are doing in terms of surveys.

M. Grant thinks that asking the community for what they want and need is important. M. Allen sees it as a critical thing to do. The survey will be publicized through the website, Facebook, and email. N. Knappen said he would like to see a draft of the survey again before it is finalized.

F. Renewal of option agreement with the United Methodist Church to purchase parcel of land for building project

J. Ellington reported the Church did not have any issues with the renewal of the option agreement.

Motion by J. Ellington to approve the renewal of the option agreement with the United Methodist Church

Second: B. Stelling

Vote: Motion carried

III. New Business

A. Review of fall public relations mailing

N. Knappen and R. Whyte had worked on a booklet type mailing, but M. Allen found a public relations piece that was a postcard directing individuals to a website. Knappen and Whyte liked that idea and decided to pursue a public relations piece that directed people to the library website.

N. Knappen said the website needed to be updated. He cited a remark from a Bill and Melinda Gates Foundation report stating it is important for libraries to think about their digital space as much as their physical space. He suggested that he, E. Burchett, and N. Rybarczyk work on a presentation with examples of Library websites for the next meeting.

M. Grant said the difference between the cost of the original appeal and the PR piece could be used to outsource web design services.

B. Stelling said she just spent about \$900 to send out a mailing for her business. She also said it might be better to send out the PR piece in January and February.

The Board also discussed asking libraries on how much it costs to create a website.

B. Discussion of library website

It was discussed that N. Knappen, E. Burchett, and N. Rybarczyk would come up with a presentation of library websites to share with the board at the next meeting.

C. How is the agenda formulated

The Library Director formulates the agenda and it is approved by M. Grant. If a Board member would like to add an item, they can ask M. Grant or M. Allen to put it on the agenda. The agenda is formulated a week before the meeting.

J. Ellington commented that he does not like to have items added at the meetings.

IV. Financial Summary

A. Bills: David Wernecke

Motion by D. Wernecke to pay the bills

Second: J. Ellington

Vote: Motion carried

B. Revenue and donations report

The report was reviewed. N. Knappen said it was wonderful to read about the large donation received by the Friends of the Library.

C. Expenditure report

The report was reviewed.

D. Trust Fund Report

The report was reviewed.

V. Consent Agenda

The following items were discussed under the Consent Agenda:

A. Correspondence: L. Von Asten read a thank you letter from the Friends of the Library. The letter reported the Friends sold all of the paper lanterns netting \$560. The letter also thanked the Library Board members who attended their 10th anniversary meeting.

B. Staff Reports

M. Grant saw that R. Whyte paid for dinner Jean Feraca out of her own pocket. M. Grant felt R. Whyte should be reimbursed for those expenses.

L. Von Asten commented on the need to discuss the follow-up with donors on how donations have been spent.

G. Building & Grounds Committee

N. Knappen wanted to schedule a meeting soon and have someone from OPN in attendance to discuss options for refurbishing the reading room.

N. Knappen also felt that Paul Wolter would be a great addition to the committee and would like to invite him to be a member of the committee.

VI. Adjournment

Motion by N. Knappen to adjourn

Second: J. Ellington

Vote: motion carried

Meeting adjourned at 6:27 pm.