

MINUTES FOR THE DECEMBER 15, 2015 MEETING OF THE
BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES

- I. Call to order
 - A. Note compliance with Open Meeting Law
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, D. Wernecke

Members absent: L. Von Asten

Others present: M. Allen, C. Kipp, N. Rybarczyk, R. Whyte
 - C. Approve agenda
M. Allen wanted to add item *L. Expenditure to add data and electrical cabling to Adult Services department* under New Business.

Motion by J. Ellington to approve the agenda
Second: N. Knappen
Vote: Motion carried
 - D. Approve minutes of the November 17, 2015 meeting
Motion by N. Knappen to approve the minutes of the November 17, 2015 meeting
Second: J. Ellington
Vote: Motion carried
- II. Unfinished Business
 - A. Library building project budget estimate
Last month there was a question as to what the architectural fees were. M. Allen double-checked with Wes Reynolds at OPN and he said the fees were based on the information they had to this point. The figures listed in the agenda notes include costs for all of the engineers and consultants that are hired by OPN and contractually work for OPN on our behalf.

J. Ellington suggested to be sure that energy efficiencies are a priority in the building project.
 - B. 2016 budget
M. Allen said both the 2016 budget and 2016 capital budget requests were approved at the November 24th City Council meeting. Items in the capital request were:
 - Addition to the building maintenance fund: \$5,000
 - Replacement self-checkout for adult services department – freestanding kiosk: \$11,554
 - Self-Checkout for youth services department – tabletop: \$11,054
 - 60” TV, Apple TV, 15 iPads and cart to charge, sync and house iPads: \$11,385
 - In-house laptop lab: \$3,695

- 3D printer: \$3,568

As part of the capital proposal, we proposed to contribute a \$5,000 donation as revenue toward the projects. The total capital award was \$41,256.

C. 2016 Capital budget request

The 2016 Capital budget request was discussed with the 2016 budget.

D. Discussion of Development Director position

M. Allen handed out an updated version of her research with some options for the position and risks of hiring an outside consultant.

N. Knappen said that without knowing the length of the sample capital campaigns, the table at the top of the page was meaningless.

N. Knappen said we went to this structure based on how we were treated by an outside firm. The Fundraising Committee decided they wanted to hire someone who knew the community. He also felt that some of the critical duties were cut from the Development Director position and they should still be part of the position. He also said we wanted someone to fundraise beyond the new addition. N. Knappen wanted this position added into the operating budget.

M. Allen said that we tried this, but the City Administration felt fundraising was not an operational expense and tax dollars should not be used to fund the position.

Discussion of the marketing portion of the Development Director position was discussed. N. Knappen stressed the importance of the marketing. J. McMahon suggested maybe calling it a marketing position. M. Grant said this can be a slippery slope. Once we start using trust funds for operating expenses, it will be expected and we may lose funding from the City in the future.

The options for the Development Director position proposed by M. Allen were reviewed.

Motion by F. Hartmann to adopt Option #2 for the Development Director position:

- Renew position for 2016 at full-time, salaried, plus 1% adjustment and full-time benefits
- Assign a financial goal of the cost for the position (including benefits) plus fifteen percent:
- Cost for position at 40 hours per week (full-time): not to exceed \$62,860 plus \$9,429 (15%) is \$72,289

Second: J. Ellington

Vote: Motion carried.

III. New Business

A. Position description updates

1. Development Director
2. Marketing, Adult Programming, and ILL Coordinator (formerly the ILL/Serials Coordinator)

M. Grant said she does not see this as cutting things out of the Development Director’s position. She sees this as an opportunity for R. Whyte to focus on the higher priorities of the Development Director position.

M. Allen pointed out the changes in the position descriptions. By consensus, it was decided that under education and experience in the Marketing, Adult Programming, and Interlibrary Loan Coordinator position, marketing and communications experience should be required. Also social media experience should be required.

Motion by J. McMahon to approve the updated position descriptions as amended

Second: D. Wernecke

Vote: Motion carried

- B. 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. (personnel matter)

Motion by: J. Ellington

Second: J. McMahon

Roll call vote: Unanimous

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

Motion by: J. Ellington

Second: E. Burchett

Roll call vote: Unanimous

- D. Discussion of naming rights gift levels and terms for library building project

R. Whyte would like a decision on the naming rights gift levels as soon as possible for the capital campaign. Donor recognition is still to be determined. The handout labeled “Potential naming opportunities for major capital campaign gifts” was reviewed and discussed.

Motion by N. Knappen to approve R. Whyte’s suggested gifts for naming rights

Entire library: \$5 million

Children’s wing: \$1 million

Program room: \$400,000

Technology area: \$200,000

Teen services: \$150,000

Reading room: \$100,000

Maker space: \$60,000

Local history: \$50,000

Kitchen/staff rm: \$40,000

Second: B. Stelling

Vote: Motion carried

- E. Discussion of preliminary capital campaign plan

M. Grant felt that some of the smaller naming opportunities should be brought forward sooner in the plan. She felt it could begin in 2016. There were some concerns that doing some of the smaller fundraising activities too soon could harm the capital campaign. M. Grant was afraid to wait because it has taken so long to get to this point.

M. Grant said she was more than willing to sit down to work through the plan with R. Whyte and M. Allen.

F. Expenditure of remainder of 2015 Sauk County technology funds

M. Allen said there is about \$1,500 left from the Sauk County Technology Funds. She proposed spending the money to help enhance the 3D printing capabilities by purchasing a 3D scanner, a dedicated computer to run the 3D printer and supplies for the printer.

Motion by J. McMahon to spend the remaining \$1,500 from the 2015 Sauk County Technology funds to enhance the 3D printing capabilities

Second: E. Burchett

Vote: Motion carried.

G. Proposed 2015 budget amendments

1. Transfer \$300 from line 340 Operating Supplies to line 250 Repair and Maintenance Equipment
2. Transfer \$875 from line 340 Operating Supplies to 311 Automation Software & Supplies

M. Allen said these amendments are to cover the costs related to printing not covered by SCLS and subscription-based software.

Motion by N. Knappen to approve the proposed budget amendments

Second: J. Ellington

Vote: Motion carried

H. E-rate and internet filtering

SCLS has researched some filtering software in order to fulfill CIPA requirements for e-rate. M. Allen reported it would only save the library \$700-\$800 right now if we filtered our Internet for CIPA compliance. There may be more significant savings to be achieved should we apply for one-time discounts the year we remodel and expand the library. M. Allen suggested not filtering the Internet at this time.

J. McMahon said that they filter to keep pornography out of the schools.

Motion by N. Knappen to follow M. Allen's suggestion to not filter the Internet

Second: E. Burchett

Vote: Motion carried

I. Meeting time

N. Knappen wanted to see if there was any possibility to move the meeting to an earlier time. B. Stelling and J. McMahon said they could not attend an earlier meeting.

J. Reconsideration of consent agenda format

M. Allen was disappointed that the Teen Advisory Board representative does not come to the meetings as a result of the consent format. It was decided to move the Teen Advisory Board report out of the consent agenda to unfinished business for future meetings.

K. Timeframe for expenditure of undesignated donations

R. Whyte wanted input on defining a timely use of a gift. N. Knappen said we should keep the donor aware of what is happening with the donation. M. Grant said that we should set a target date, but not an absolute. It was decided by consensus that undesignated donations should be used in one year.

L. Expenditure to add data and electrical cabling to Adult Department

M. Allen shared the quotes to move electrical and data cabling for the Adult Department public computers. She proposed to pay for the work from the Kuenzi Estate gift.

Motion by J. McMahon to accept the quote from Schaefer Electric for \$460

Second: N. Knappen

Vote: Motion carried

IV. Financial Summary

A. Bills: J. Ellington, examiner

Motion by J. Ellington to pay the bills

Second: N. Knappen

Vote: Motion carried

B. Revenue and donations report

The revenue and donations report was reviewed. N. Knappen was pleased with how successful the new the Friends memberships donation structure for renewal was working.

C. Expenditure report

The expenditure report was reviewed.

D. Trust Fund report

The Trust Fund report was reviewed.

V. Consent agenda

N. Knappen said he appreciated seeing the Program Room use included in the statistics.

VI. Adjournment

Motion by N. Knappen to adjourn

Second: J. Ellington

Vote: Motion carried

Meeting adjourned at 7:02 pm