

**AGENDA FOR THE MEETING OF THE  
BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES**

Members noticed must notify the person who prepared the agenda (see below) at least 24 hours before the meeting if they will not be able to attend.

**Date and Time:** Tuesday, December 15, 2015, 5:30pm  
**Location:** Lower Level Meeting Room, Baraboo Public Library, 230 4<sup>th</sup> Avenue  
**Members Noticed:** E. Burchett, J. Ellington, M. Grant, F. Hartmann, N. Knappen, J. McMahon, B. Stelling, L. Von Asten, D. Wernecke  
**Others Noticed:** Clerk's office, City Administrator, Mayor, TAB Representative,

- I. Call to order
  - A. Note compliance with Open Meeting Law
  - B. Roll call
  - C. Approve agenda
  - D. Approve minutes of the November 17, 2015 meeting
  
- II. Unfinished business
  - A. Library building project budget estimate
  - B. 2016 Budget
  - C. 2016 Capital budget request
  - D. Discussion of Development Director position
  
- III. New business
  - A. Position description updates
    - 1. Development Director
    - 2. Marketing, Adult Programming, and ILL Coordinator (formerly the ILL/Serials Coordinator)
  - B. Discussion of naming rights gift levels and terms for library building project
  - C. Discussion of preliminary capital campaign plan
  - D. Closed Session: the Library Board may go into CLOSED SESSION per Wisconsin Statute 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:                      Second:                      Roll call vote:  
E. Open Session: Board will reconvene in open session for any necessary action resulting from the closed session.  
Motion by:                      Second:                      Roll call vote:
  - F. Expenditure of remainder of 2015 Sauk County technology funds
  - 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 line 311 Automation Software & Supplies

- H. E-rate and internet filtering
- I. Meeting time
- J. Reconsideration of consent agenda format
- K. Timeframe for expenditure of undesignated donations

IV. Financial Summary

- A. Bills: J. Ellington, examiner
- B. Revenue and donations report
- C. Expenditure report
- D. Trust fund report

V. Consent agenda

- A. Correspondence
- B. Staff Reports: Director, Youth Services, and Development
- C. Statistics
- D. Board member volunteer experiences
- E. Friends report
- F. Teen Advisory Board (TAB) report

VI. Adjournment

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Agenda Posted by \_\_\_\_\_ on \_\_\_\_\_  
Agenda prepared by M. Allen

**PLEASE TAKE NOTICE** that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Library Director, 230 4<sup>th</sup> Avenue, or phone 356-6166, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the City of Baraboo who are not members of the above Council committee, commission, or board may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, **other than the Council, committee, commission or board identified in the caption of this notice.**

**FOR INFORMATION ONLY, AND NOT A NOTICE TO PUBLISH**