

MINUTES FOR THE MARCH 15, 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, M. Grant, F. Hartmann, N. Knappen, J. McMahon, B. Stelling, L. Von Asten, D. Wernecke  
  
Members absent: J. Ellington  
  
Others present: M. Allen, N. Rybarczyk
  - C. Approve agenda  
Motion to approve the agenda: F. Hartmann  
Second: B. Stelling  
  
M. Allen requested to add interior building workgroup to item C. under New Business.  
  
Vote: Unanimous-Motion carried
  - D. Approval of minutes
    1. February 16, 2016 Library Board meeting  
Motion to approve the minutes: N. Knappen  
Second: E. Burchett  
Vote: Unanimous-Motion carried
    2. February 24, 2016 Special Library Board meeting  
Motion to approve the minutes: D. Wernecke  
Second: J. McMahon  
Vote: Unanimous-Motion carried
- II. Unfinished business
  - A. Teen Advisory Board report  
No report was given.
  - B. Discussion of proposed parking lot redesign  
M. Allen had no news to report. She did explain the plans for the lot to OPN. She asked if this item should continue to appear monthly under unfinished business. By consensus, the Board decided to postpone the discussion of the proposed parking lot redesign until the house is moved.
  - C. Library Director evaluation
    1. Closed Session: the Library Board may go into CLOSED SESSION per Wisconsin Statue 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: N. Knappen Second: B. Stelling Roll Call Vote: Unanimous

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

Motion by: J. McMahon Second: E. Burchett Roll Call Vote: Unanimous

Motion to increase M. Allen's pay rate by 2%: J. McMahon

Second: L. Von Asten

Vote: Unanimous-Motion carried

D. Discussion on possible capital campaign committee membership

M. Grant said we had a great start with the case statement, but progress had stalled since the Development Director resigned. The case statement needs to be in place before we ask individuals to serve on a capital campaign committee.

N. Knappen said that we need to set up criteria for the case statement. He talked to Robin Whyte about this. Although she cannot do fundraising in her current position, she can help us develop the case statement.

B. Stelling did not see why we need Robin Whyte to do this. M. Grant said if Robin is interested, she is welcome to help with the process.

M. Grant told everyone to please let M. Allen know if they have additional names for potential capital campaign committee members.

E. Development activities

M. Grant asked M. Allen what development duties she felt comfortable taking on. M. Allen said J. Wheeler has now taken over adult programming. She also said she has 7 hours of desk time every week. If she could find a substitute, it would free up time for her to work on some of the development-related duties. M. Allen warned that if a substitute covers her desk hours, we may overspend the wages budget.

M. Allen said Robin Whyte was a member of the Kiwanis. She also attended functions like Business After 5, and the weekly Downtown Baraboo, Inc. (DBI) member meetings. B. Stelling said attending functions like these are very important as networking opportunities.

N. Knappen would like to see someone else working the desk in place of M. Allen.

There was general agreement that M. Allen should look into joining a service organization like the Kiwanis, Optimists, or Rotary and attend functions like Business After 5 and the DBI meetings. By consensus, the Board decided that a substitute should cover M. Allen's desk hours. L. Von Asten asked if a motion was needed to approve this and M. Grant said no.

III. New Business

A. Review of proposals for website redesign

N. Knappen recommended the small group that consisted of E. Burchett, N. Rybarczyk, and himself review the proposals. He recommended asking Zach Ott to participate since Katie Alexander resigned.

Motion to send the website re-design proposals to the smaller group for review: J. McMahon  
Second: E. Burchett

Vote: Unanimous-Motion carried

B. Public relations standards

N. Knappen said we need some standards for public relations. It was agreed that public relations standards need to be created.

C. Proposal for formation of an ad hoc building upgrade committee and interior building workgroup

D. Wernecke stated that several new members have joined the Library Board since key decisions regarding the building project were made. He also noted that the last needs assessment was done in 2001 and perhaps it would be wise to create a new group to discuss future options for the library building. M. Allen said the last needs assessment was actually done in 2004. D. Wernecke expressed frustration about the lack of community involvement in the project. He proposed that an ad hoc committee be created to gather more input from the public to make sure the plans for the library addition and interior improvements reflect their needs.

N. Knappen said D. Wernecke talked to him about this. N. Knappen noted that the possible rapid adoption of e-readers and mobile computing had not been taken into account when the original design was created in 2009.

M. Allen gave an overview of progress since the charrette design. As a result of concerns about the cost to build the charrette design, board and staff members reviewed the building program and identified areas in which the square footage could be reduced based on library use trends. OPN created the new design from the revised building program.

M. Grant liked the idea of an expanded Building and Grounds Committee that includes additional community members to tackle some of these bigger issues. She would like to take the wording in D. Wernecke's proposal and create an expanded Building and Grounds committee instead. From there, a small workgroup can be assigned to the reading room.

D. Wernecke recommended that we hold off on using OPN for the reading room project for now.

N. Knappen stressed the need to move forward with the reading room and that OPN is critical to the process.

L. Von Asten suggested working synergistically with OPN and their scope of work along with having an expanded Building and Grounds Committee to look at the plans and give feedback.

A kickoff meeting with OPN for the reading room project was scheduled for March 22 at 2pm.

M. Grant asked Board members to bring names for an expanded Building and Grounds Committee to the next board meeting. Sixteen individuals will be selected for the committee.

D. 2017 Adjacent county reimbursement requests

Motion to authorize SCLS to bill for adjacent county reimbursement requests: L. Von Asten  
Second: N. Knappen

Vote: Unanimous-Motion carried

IV. Financial Summary

A. Bills: J. McMahon, examiner

Motion to pay the bills: J. McMahon

Second: D. Wernecke

Vote: Unanimous-Motion carried

B. Revenue and donations report

The revenue and donations report was reviewed.

C. Expenditure report

The expenditure report was reviewed.

D. Trust fund report

The trust fund report was reviewed. M. Allen said a CD would be coming due in November.

V. Consent agenda

Motion to accept the consent agenda: N. Knappen

Second: E. Burchett

Vote: Unanimous-Motion carried

VI. Adjournment

Motion to adjourn: N. Knappen

Second: E. Burchett

Vote: Unanimous-Motion carried

The meeting adjourned at 7:18 pm.