

MINUTES FOR THE JUNE 21, 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 5:31 pm.

B. Roll call

Members present: E. Burchett, M. Grant, F. Hartmann, N. Knappen, L. Von Asten, D. Wernecke

Members absent: J. Ellington, J. McMahon, B. Stelling

Others present: M. Allen, C. Kipp, N. Rybarczyk, B. Persche

C. Approve agenda

Motion to approve the agenda: F. Hartmann

Second: D. Wernecke

Vote: Unanimous - Motion carried

D. Approval of the May 17, 2016 Library Board meeting minutes

N. Knappen said that the minutes had an incorrect quote from him. Under unfinished business, item C. Library brand proposal, the minutes quoted him as saying the font used for the website address should be "caps and small caps." He said it should read that the font should have uppercase and lowercase letters. N. Knappen also said that in the discussion to see more designs, the board wanted to see more than just one of Amy Sullivan's own designs and to change the "one" to "multiple."

Motion to approve the minutes of the May 17, 2016 meeting as amended: N. Knappen

Second: L. Von Asten

Vote: Unanimous - Motion carried

II. Unfinished business

A. Teen Advisory Board report

T. Konkel was not present to give a report. C. Kipp said that the Teen Read-A-Thon had its 100th sign-up. Over 30 teens showed up for the Hunger Games at Ochsner Park. Next week there will be a quidditch match.

B. Library logo proposal

M. Allen communicated the feedback from the Board to Amy Sullivan and she has not heard back from Amy Sullivan on the proposal.

C. As Hoc Steering Committee update

D. Wernecke said a meeting has not been scheduled yet. D. Wernecke, Beth Persche and Jennifer Erickson have met to discuss the first meeting and make preparations to ensure the first meeting is well organized.

1. Presentation on building project

M. Allen gave her presentation of the building project that will be shared with the Ad Hoc Steering Committee and received some input from the Library Board members to improve the presentation.

L. Von Asten suggested discussing some of the reasons for not expanding to the north.

N. Knappen said to discuss the results of the charrette process and the reductions made in the new building program. M. Grant suggested talking about the charrette first. L. Von Asten said to touch on the charrette a little and the cost for the design that came from that process.

N. Knappen suggested talking about the parking lot and city purchase of the building to the north of the library.

M. Grant suggested saying we are serving twenty percent more patrons than our existing space was designed to accommodate. She also asked that RFID be defined in the presentation.

D. Wernecke asked if the service population estimate that was the basis for the 1982 addition came from Wisconsin Department of Administration population projections. M. Allen said yes, as far as she knew.

It was suggested to include a building timeline in the presentation.

M. Grant said to include that the library has always rated high on city satisfaction surveys.

D. Wernecke suggested talking more about the numbers and highlighting things like the number of visits, programs each month, and outreach visits to the schools. M. Grant said to discuss our well qualified and highly talented staff.

M. Grant suggested making the presentation visually richer.

2. Supporting digital archive

M. Allen shared the address for the webpage that will make accessible the documents related to the library building project:

<http://www.baraboopubliclibrary.org/buildingproject>

III. New Business

A. Library oral history project

N. Knappen was studying the pictures of the original library and noted that the doors at the top of the interior stairs appeared to be swinging doors. He contacted Nancy Nelson and she verified that was the case. N. Knappen said an oral history project would be a valuable way to find out more information on the original features of the library. He suggested that this would be a good project for the Friends of the Library and the teens.

He suggested that someone to talk to Jo Zipsie.

- B. Discussion of the new Final Rule updating the Fair Labor Standards Act (FLSA) rule on the minimum salary for exempt positions  
M. Allen pointed out the revised position descriptions for the Youth Services Librarian and the Adult Services Librarian/ Assistant Director in the packet for review.

M. Allen met with City Administrator Geick and the duties for both the Youth Services Librarian and the Adult Services Librarian/ Assistant Director passed the exemption test. City Administrator Geick also said that because both employees make above the salary threshold and a new person to one of the positions could potentially start above the first step, the library is in compliance. M. Allen is waiting on some additional information from City Attorney Bolin and Geick and will share it at the next meeting.

- C. Resolution in honor of Nicol Knappen's service to the Baraboo Public Library  
M. Grant commended N. Knappen for all he has done for the library and said he has gone above and beyond what is expected of a board member. She said he will be missed and hoped he would continue to be involved with the library.

M. Allen read a resolution expressing thanks for his exceptional service to the library.

#### IV. Financial Summary

- A. Bills: L. Von Asten, examiner  
Motion to pay the bills: L. Von Asten  
Second: E. Burchett  
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: consider options for renewal of maturing Library Building Fund CD

M. Allen pointed out the \$5,000 expense in the income statement. The expense was a donation that was used to help purchase the self-checkout units.

D. Wernecke asked if it was discussed to move the money in the Raymond James account to a more secure investment when the building project started. M. Grant said yes.

M. Allen pointed out the document in the Board packet from City Treasurer L. Laux that discussed the options for the Library Building Fund CD.

Motion to move the maturing CD to the 16 months for 1.0% option at Summit Credit Union: F. Hartmann

Second: N. Knappen

Vote: Unanimous - Motion carried

V. Consent agenda

Motion to approve the consent agenda: N. Knappen

Second: E. Burchett

Vote: Unanimous - Motion carried

M. Allen reported that at their June meeting, the Board of the Friends of the Library approved \$800 in support for adult programming, \$3,450 to support the adult nonfiction, fiction, and Lucky Day collections, and \$500 to support the youth Lucky Day collection.

M. Allen also reported she helped obtain a donation for the Baraboo Areal Literacy Council (BALC) collection. Wisconsin Literacy, Inc. contacted the president of the BALC and asked for a list of supplies that were needed. Based on the list created by Allen and the BALC President, Wisconsin Literacy, Inc. granted BALC \$400 worth of supplies and collection materials.

C. Kipp said that the city parks department picked up the posts for the story walk. The project is moving forward.

VI. Adjournment

Motion to adjourn: F. Hartmann

Second: D. Wernecke

Vote: Unanimous - Motion carried

Meeting adjourned at 6:53 pm.