

MINUTES FOR THE JULY 19, 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 5:31pm.

B. Roll call and welcome to new board member Dr. Anthony Kujawa

Members present: E. Burchett, J. Ellington, M. Grant, F. Hartmann, A. Kujawa, B. Stelling, D. Wernecke

Members absent: J. McMahon, L. Von Asten

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

C. Approve agenda

Motion to approve the agenda: F. Hartmann

Second: B. Stelling

Vote: Unanimous – motion carried

D. Approve the June 21, 2016 Library Board meeting minutes

Motion to approve the minutes: D. Wernecke

Second: E. Burchett

Vote: Unanimous – motion carried

II. Annual Meeting

A. Election of officers – nominees:

President – Mary Grant

Vice President – John Ellington

Financial Secretary – Forrest Hartmann

Motion to elect the nominated officers: A. Kujawa

Second: B. Stelling

Vote: Unanimous – motion carried

B. Appointments to standing committees and Friends of the Library

M. Grant appointed members to serve on committees as follows:

1. Building and Grounds: D. Wernecke and E. Burchett

2. Finance: F. Hartmann, A. Kujawa, and M. Grant

3. Personnel: B. Stelling and J. Ellington

4. Policy: J. McMahon

5. Friends representative: L. Von Asten

C. Establish regular Library Board meeting date and time for the coming year

Motion to approve the regular meeting date and time as the third Tuesday of every month at 5:30 pm: J. Ellington

Second: E. Burchett

Vote: Unanimous – motion carried

III. Unfinished Business

A. Teen Advisory Board report

T. Konkel from the Teen Advisory Board was not present. C. Kipp reported the teens are turning in a record number of bookmarks. The Teen Lock-In is in a few weeks.

B. Library logo proposal

M. Allen said she has still not heard from Amy Sullivan and is unsure if A. Sullivan is interested in continuing to work on the logo design. M. Allen said there was another individual with whom she could work to create. The consensus of the Library Board was to move on with the project using the new graphic designer.

C. Ad Hoc Steering Committee update – structure, mission, and process

D. Wernecke reported that he met with Beth Persche, Jenny Erickson, and Keri Olson and got a great deal of feedback on the committee structure and meetings. As a result they have scaled things down. He outlined his proposal for how the committee should work and the content of the meetings.

B. Persche said they were looking at a cross section of the community for committee membership and came up with a group of 12 people with alternates in case some are unable to participate.

It was also mentioned that Jenny Erickson would conduct focus groups with non-users, if desired.

M. Allen questioned how staff would be involved. D. Wernecke said he needs to discuss that with her. M. Allen said the issue with staff on a committee is with paid time. In the past, library staff time spent on building program development and fundraising committee meetings was paid from the Library Building Fund.

M. Grant said that a number of staff have volunteered to be on this committee and wondered who was going to tell them about the change in the committee structure. D. Wernecke said he and B. Persche could come to an all staff meeting and discuss the changes to the committee and how they can be involved. M. Allen said she needed an estimate of hours for staff involvement on the committee.

A. Kujawa suggested that it may be helpful to take the committee on a tour of new facilities in the area.

D. Wernecke said the meetings would begin after Labor Day. He will start contacting potential committee members after the board has approved of the structure and process.

Motion to move forward with the plan proposed by D. Wernecke for the Ad Hoc Steering Committee: A. Kujawa

Second: J. Ellington

Vote: Unanimous - motion carried

D. Discussion of the new final rule updating the Fair Labor Standards Act (FLSA) minimum salary for exempt positions

1. Confirmation of Youth Services Librarian at Grade H
2. Recommend grade change for Adult Services Librarian/Assistant Director from Grade I to Grade J

M. Allen discussed some of the relevant changes the Department of Labor made to the Fair Labor Standards Act (FLSA). City Administrator Geick applied the duties test to the two position descriptions and confirmed their status as exempt. He also went through a job skills analysis of the positions. The score for the Youth Services Librarian came back nearly identical to the pay classification study done in 2012. The Adult Services Librarian / Assistant Director position scored higher than in the original pay classification study. City Administrator Geick recommended the position be moved into Grade J. M. Allen recommended moving the position to J5 effective the date the error was discovered and the change was recommended by City Administrator Geick.

There was concern about making the change retroactive. M. Allen said that the policy passed by the Library Board last year only applied to a revision of job descriptions. This situation was different. M. Grant said that the intention of the policy was to include situations like this and the policy needed to be reviewed and updated.

Motion to move the Adult Services Librarian / Assistant Director position to grade J, step 5 on the Library Pay Structure effective July 19, 2016: A. Kujawa
Second: F. Hartmann
Vote: Unanimous – motion carried

M. Allen said that both the City Administrator and the City Attorney agreed that if there were job openings in these two positions, the starting pay could be adjusted to a higher step so the individual was in the acceptable exempt pay range or the new employees could be started as hourly and non-exempt until their pay reaches the minimum for an exempt employee. Then they would then become exempt.

IV. New business

A. Update on website redesign project

N. Rybarczyk reported that the committee will be meeting July 20 to discuss:

- input from the staff
- statistics on website traffic
- additional example websites
- needs of different audiences and how the website should function from each perspective
- specifics related to desired appearance, navigation, features, and content

B. Proposal to cover Adult Services Librarian/Assistant Director service desk hours with Circulation Substitutes

N. Rybarczyk has a number of high priority projects to complete by the end of the year including the website redesign and capital projects. The cost to cover the desk hours would be \$1,391. M. Allen proposed to cover this expense from the wages budget and use fund balance if necessary. She proposed that the hours be covered from August 1 to September 30, and to re-visit at the September meeting.

Motion to approve the coverage of the Adult Services Librarian/Assistant Director's service desk hours with Circulation Substitutes from August 1 to September 30, 2016:

A. Kujawa

Second: E. Burchett

Vote: Unanimous – motion carried

C. Update on reading room improvements project

OPN has been in contact with M. Allen. The next workgroup meeting has been scheduled for next Tuesday, July 26.

D. Approval process for selection of the fireplace insert

The Friends of the Library have pledged up to \$9,000 towards the cost of the fireplace insert. They hoped to see this project move faster and have it completed by their annual meeting in September. M. Allen recommended giving the authority to the workgroup for the selection of the insert.

Motion to authorize the workgroup to approve the selection, purchase, and installation of a fireplace insert for the Adult Services reading room: D. Wernecke

Second: J. Ellington

Vote: Unanimous - motion carried

V. Financial summary

A. Bills: D. Wernecke, examiner

Motion to pay the bills: D. Wernecke

Second: J. Ellington

Vote: Unanimous – motion carried

B. Revenue and donations report

The report was reviewed.

C. Expenditure report

The report was reviewed. D. Wernecke said that the date (7/31/2016) may be incorrect on the report. M. Allen said by default the reports are run for the entire month up to the date the report was printed (in the upper-right corner of the document). It includes all bills paid to that point including the most recent payroll.

D. Trust fund report

The report was reviewed. M. Grant was wondering where the interest earned goes from the Dana investments. M. Allen said it goes into the checking account.

VI. Consent agenda

M. Allen highlighted and congratulated Youth Services Librarian Carey Kipp and the youth services department staff on the successful launch of the StoryWalk® at City View Park on July 14. M. Allen noted that C. Kipp led this long term project that required coordination with the Parks & Recreation Commission, Parks & Recreation Director Mike Hardy, as well as Parks & Recreation Department staff. C. Kipp was extremely diligent in managing the overall communication and organization, the funding, and the construction details which occurred over a two year period. M. Allen added that the finished product is an excellent addition to the amenities at City View Park. All present gave C. Kipp a hearty round of applause.

E. Burchett inquired about the theft of the Building Fund donation box at the Adult Services desk and N. Rybarczyk gave an update of what happened. It was estimated that there was between \$75 and \$100 in the donation box.

D. Wernecke shared a concern about the safety of the lower doors. M. Allen said she was already working to rectify the issues.

VII. Adjournment

Motion to adjourn: J. Ellington

Second: B. Stelling

Vote: Unanimous - motion carried

Meeting adjourned at 6:46 pm.