

MINUTES OF THE JULY 21, 2015 MEETING OF THE  
BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES

I. Call to order and welcome new Board member –David Wernecke

A. Note compliance with Open Meeting Law

The meeting was called to order at 5:30 pm. M. Grant welcomed D. Wernecke to the Library Board.

B. Roll Call

Members present: J. Ellington, M. Grant, F. Hartmann, N. Knappen, J. McMahon, B. Stelling, L. Von Asten, D. Wernecke

Members absent: W. Maffei

Others present: M. Allen, C. Kipp, N. Rybarczyk, R. Whyte, T. Konkel

C. Approve agenda

Motion by F. Hartmann to approve the agenda

Second: J. McMahon

N. Knappen wanted to move item J. *Discussion of perception that library technology is outdated* to item E. *Library building project*.

Vote: Motion carried

D. Approve minutes of the June 16, 2015 meeting

Motion by N. Knappen to approve the minutes of the June 16, 2015 meeting

Second: L. Von Asten

Vote: Motion carried

II. Unfinished business: None

III. New business

A. Bills: J. McMahon, examiner

Motion by J. McMahon to pay the bills

Second: J. Ellington

Vote: Motion carried

B. Election of officers-nominees

M. Grant read the following nominations recommended by the Nominating Committee

President-Mary Grant

Vice President-Nicol Knappen

Financial Secretary-Wayne Maffei

Motion by J. Ellington to accept the slate of officers

Second: N. Knappen

Vote: Motion carried

C. Appointments to standing committees and Friends of the Library:

1. Building & Grounds

M. Grant appointed N. Knappen as the committee chair. She also appointed D. Wernecke and B. Stelling to serve on the committee.

2. Finance Committee

M. Grant appointed W. Maffei, F. Hartmann, and herself for the committee

3. Personnel

M. Grant appointed J. Ellington to serve on the Personnel Committee

4. Policy

M. Grant appointed J. McMahon to serve on the Policy Committee

5. Friends representative

M. Grant appointed L. Von Asten to serve as the Friends representative.

D. Discussion of per meeting fee paid to Board members

M. Allen said that F. Hartmann requested a discussion on the per diem payment to Library Board members. F. Hartmann asked how much was the per diem amount paid to each member. M. Allen said the payment is about \$30 per meeting including committee meetings. M. Grant added all of the City committee members get the per diem payment and the City Council wanted this available to Library Board members. M. Allen spoke with City Clerk Cheryl Giese and she said that according to the IRS, board and commission members are treated as employees rather than volunteers and therefore must be paid.

F. Hartmann felt members should be serving without pay as a civic duty. N. Knappen discussed how the per diem payment helps those who are low-income or unemployed to participate on the Library Board. L. Von Asten agreed and added the per diem payment would allow for a board member to find child care if needed. J. Ellington said there is also a liability issue. F. Hartmann said the Board has a fiduciary responsibility and if it is performing with due diligence, there is no liability. He felt the estimated \$3,780 paid per year is a substantial amount of money to be added back into the library budget. There was discussion of how board members can donate their per diem payment back to the library, but F. Hartmann was concerned the money was still taxed.

Motion by F. Hartmann to do away with the per diem compensation

Motion failed due to lack of a second for the motion.

M. Grant said more information is needed from the City before we can make a decision. M. Allen said she would ask City Clerk Cheryl Giese to come to the next meeting and J. Ellington said he would talk to the City Attorney.

E. Library building project

1. Budget estimate

M. Allen reported that back in March, we were promised a free budget estimate for the building project from Kraemer Brothers and we still have not received it. OPN feels strongly that we need a detailed estimate to show that the changes in the design put us on target with our budget goal. M. Allen consulted with Barbara McCormick, an architect and member of the Building & Grounds Committee, and City Engineer Tom Pinion. They both felt a rough cost per square foot estimate was more than adequate for the purposes of presenting the conceptual design to the Council and the public. The project will not be started for 3-5 years and there are so many other factors at play that will impact the cost during that time.

M. Allen asked if the Board wanted to use a cost per square foot estimate from City Engineer Tom Pinion or use the estimate already given to us by OPN if they did not want to wait for a detailed project budget estimate. M. Grant asked why the estimate was needed. M. Allen said the estimate was the number being taken to the City Council and potential donors.

N. Knappen felt the library staff could do research to find out how much it costs per square for new building projects for other libraries in the Midwest. He wanted to know where the \$250 per square foot number came from by OPN. He stated we need this number to try to get a commitment from the City Council.

J. Ellington stated the priority for the City right now is the public safety building.

M. Grant said the plans have been downsized to the point we cannot downsize anymore. L. Von Asten agreed. There was a consensus to move forward with the plan, but a number was needed as a target. M. Allen said Barbara McCormick recommended \$ 7 million.

N. Knappen asked J. Ellington about getting a commitment from the City on the project. J. Ellington said the public safety building is the first priority, but that was all he could say for certain. M. Allen said that based on conversations among the department heads, City Administrator Ed Geick, and Mayor Mike Palm, they all believe the library project will happen in 2020. M. Allen asked if that was a commitment and they said no because anything could change. M. Allen noted the City did make a commitment to the new UW-Baraboo/Sauk County science building, and followed through on that commitment.

L. Von Asten said we could reframe our project and say our vision for the project is to start in 2020.

D. Wernecke asked for some background information on the building project and how it came to be for the new Library Board members.

R. Whyte commented a capital campaign cannot get started until there is a budget and a financial commitment from the City. M. Grant said the City has never said they did not support the project. She said we need to make the push and make a request to the City or we will be stuck in the "what if" cycle.

N. Knappen felt strongly there are technologies that need to be improved.

B. Stelling talked about the "100 Women" campaign at the Al Ringling Theater and how the campaign did not take place at the end of the fundraising cycle. She felt a capital campaign could start without a financial commitment from the city.

F. Hartmann said he felt there was a difference between the Al Ringling Theater and the library project because the library project includes new construction, and the theater is a renovation/restoration.

N. Knappen felt asking for \$8 million would be safer. B. Stelling and M. Grant said that was a big leap.

J. Ellington felt the new members need to review the background information on the project before a decision can be made. M. Grant and M. Allen agreed. M. Allen said she would like to have a City Council meeting here at the library to present the vision of the project.

Motion by J. Ellington to table the budget estimate decision until the August meeting

Second: B. Stelling

Vote: Motion carried

## 2. Naming opportunities

R. Whyte said in order to start the process of discussing lead gifts for the library building project she would like to know what type of naming opportunities for the library would be available and acceptable.

B. Stelling said she felt a policy was needed. N. Knappen felt renaming the library would not be popular with residents. B. Stelling said it will always be the Baraboo Public Library and she had no issue with a naming opportunity. R. Whyte said many libraries have just renamed their libraries. Another question to be answered was how long the naming rights would last. B. Stelling also asked if the library would have to follow the city rules on naming places.

M. Grant felt the amount needed to be substantial for naming rights of the library. She suggested \$5 million.

L. Von Asten was not fond of giving away the naming rights. She said if that was the direction the Board wanted to go, she felt the amount needed to be substantial as well. R. Whyte noted Madison Public Library was unable to find a donor for the \$3 million naming rights for the Central Library project.

B. Stelling said a good parameter to start with was to allow corporate names for spaces within the library but not for the building as a whole.

M. Grant said she felt \$5 million was an acceptable amount and many others agreed.

## 3. Discussion of the perception that library technology is outdated

N. Knappen felt there was a perception the library does not have modern technology. He reported there was a post on the Facebook page that referred to the use of an ancient, hard

plastic keyboard. There was discussion on the cost of keyboards and how easily they can be replaced. N. Rybarczyk explained he had been replacing keyboards as the need arose. There are some older model keyboards at the public computers, but they are very durable unlike some of the keyboards received with new PCs.

N. Rybarczyk felt for the most part, the library is current with library technology. He talked about how RFID (Radio Frequency Identification) is really starting to take off in the library world as a service and security solution and it is becoming more affordable. He said he will be touring a few libraries in SCLS to see RFID in action at self-checkout stations and staff workstations and to get a feel for the cost and time involved with preparing library collections for RFID.

M. Allen noted how people are so grateful we have Internet access and printing services.

N. Knappen said M. Allen was supposed to be sending articles once per month to inform the Board on new library technology.

- F. Donor software update and associated proposed budget amendment-transfer \$175 from Library Operations (line 340) to Automation Software and Supplies (line 311)

R. Whyte reported the company who now owns the GiftWorks software program changed their terms and notified us our software would be disabled on June 30 unless we purchased monthly upgrades. Since we could not afford the new price, she researched other options. Companies are not making stand-alone software for the most part anymore. We chose a program called DonorPerfect which is a highly rated monthly subscription service.

M. Allen recommended the budget be shifted to make up the difference for the new donor tracking program by transferring \$175 from Library Operations (line 340) to Automation Software and Supplies (line 311).

Motion by N. Knappen to approve the budget amendment as proposed by M. Allen

Second: J. Ellington

Vote: Motion carried

- G. Discussion of proposed change to 2015 Development Plan-Substitute a year-end letter of appeal for the fall fundraising gala, A Novel Evening

R. Whyte said as mentioned in her report, the creative team behind the last event had to back out for various personal reasons. After discussing the issue with M. Allen, it was felt we did not want to do a mediocre event or do the same thing as last year. R. Whyte suggested going to an annual appeal letter for this year with a goal of \$6,500. R. Whyte would like the letters to go out in October with information on how the donations would be used. She requested direction as to how to continue. Getting donations for the reading room was a possibility.

L. Von Asten said if there was an event next year, updates to the building project could be presented.

- H. Lease Assignment and Assumption Agreement concerning lease with Dane County Title  
M. Allen said Chicago Title Company, a wholly owned subsidiary of Fidelity National Financial, will be purchasing Dane Country Title Company. They are looking for our consent to offer the agreement to the new owners.

Motion by J. Ellington to approve the consent of the assumption of the lease

Second: F. Hartmann

Vote: Motion carried

M. Allen noted a more formal lease agreement should be made with the new owner after the sale.

- I. Proposed purchase of shelving units

M. Allen stated as part of the reorganization of the space in the reading room, the mystery collection and the AV collection will need to be relocated. The proposed new shelving will give us the space needed for the move and some additional room to grow. M. Grant asked if the proposed units would transfer into the new building. M. Allen said the shelving would be the same or comparable to the current units and to what we would use in the new building. The quotes from Deb Haeffner at SCLS were reviewed. The quote from Embury was less expensive and they are a very reputable company based in DeForest.

Motion by J. McMahon to accept the quote from Embury for the proposed library shelving

Second: B. Stelling

M. Allen also noted these shelving units will allow the collection to grow and impact fees can be used for this expense.

Vote: Motion carried

#### IV. Communications and Reports

- A. Correspondence

M. Allen reported State Assembly Representative David Considine sent a letter congratulating the library on the School Bell Award received last month.

- B. Staff reports: Director Youth Services, and Development

C. Kipp explained how Anne Horjus and Greg DeSanto worked with SCLS to create a video to promote the summer reading program and played the video for the Library Board.

M. Allen reported there was a problem with bees in the basement offices of the East Building. She called an exterminator to deal with the issue. In regards to another concern raised by N. Knappen about a post for an au pair service to the library Facebook page, she said R. Whyte was checking posts daily to make sure they have appropriate content as part of her communications duties.

R. Whyte said there were only 46 people signed up for the Pierce's Rewards Card program. Pierce's gives out \$50,000 per year to organizations and R. Whyte asked for everyone to promote the program and sign-up to have purchases count for the library. The code is 1700.

R. Whyte also reported she checked into a Community Development Investment Grant through the Wisconsin Economic Development Corporation (WEDC). She had talked to Jason Scott, the WEDC account manager for Sauk County. He said the library would qualify for the grant; however he felt we should not apply.

R. Whyte also mentioned she would be getting more information on historical property tax credits from Paul Wolter.

C. Financial summary

The financial summary was reviewed. M. Allen said the library had entered into a new copier lease agreement and the budget may need to be shifted a little. She also reported C. Kipp would like to move a little money in the Youth Services materials budget as well. The budget amendment recommendations will be made at the August meeting.

D. Statistics

The statistics for June 2015 were reviewed.

E. Trust fund report

M. Allen said a CD came due on the 14<sup>th</sup>. City Treasurer L. Laux took some bids for CDs and they were included in the packet.

F. Hartmann recommended the 16 month CD at Summit Credit Union for 0.75%.

Motion by F. Hartmann to approve the 16 month CD at Summit Credit Union for 0.75%

Second by J. Ellington

Vote: Motion carried.

D. Wernecke asked if the City checked with Heritage Credit Union for CD rates. He said they have very competitive CD rates. M. Allen said she would check with City Treasurer L. Laux.

F. Board member volunteer experiences: None

G. Friends report

L. Von Asten reported the Friends met last week. 50 baskets have been given away so far with the newborn book basket project at St. Clare Hospital. They need help putting the baskets together and are looking for volunteers.

The spring book sale netted a little over \$3,000. L. Von Asten also reported the Friends are looking at doing 3 concerts instead of 5 next year.

The Friends Annual Meeting is scheduled for Tuesday, September 22 and will feature poet Jean Feraca. A short business meeting to elect officers and amend the bylaws will precede the program. The current officers have agreed to stay on for another term.

There was discussion of a mini-golf fundraiser. The company that provides the equipment for the mini-golf event charges a \$3,000 set-up fee. The Friends did not have all the details, but decided it was too much for 2016 and were concerned about whether they would be able to recover the cost for the event.

H. Teen Advisory Board (TAB) report

T. Konkel reported the annual teen lock-in would take place in 2 weeks. There have been only 10 permission slips turned in so far, and they are hoping for more. She reported 129 teens have signed up for the Great Summer Teen Read-a-thon. The teens will also be working on a service project involving the creation of quilts during Teen Tuesdays in August.

I. Building & Grounds Committee

N. Knappen reported the committee did not meet. N. Knappen said he will be contacting a preservation expert and the lead architect on the Al Ringling restoration to discuss furniture options. He will schedule a Building and Grounds Committee meeting after he obtains more information.

V. Adjournment

Motion by F. Hartmann to adjourn

Second: D. Wernecke

Vote: Motion carried

Meeting adjourned at 7:13 pm.