

MINUTES FOR THE AUGUST 18, 2015 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: J. Ellington, M. Grant, F. Hartmann, N. Knappen, W. Maffei, J. McMahon, B. Stelling,
L. Von Asten, D. Wernecke

Members absent: None

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

C. Approve agenda

Motion by J. Ellington to approve the agenda

Second: D. Wernecke

N. Knappen requested to add item G. *Changing the meeting format* to New Business

Vote: Motion carried

D. Approve minutes of the July 21, 2015 meeting

Motion by J. Ellington to approve the minutes

Second: N. Knappen

Vote: Motion carried.

II. Unfinished business

A. Discussion of per meeting fee paid to Board members – Cheryl Giese

City Clerk Cheryl Giese referred to the handouts in the Library Board packet. She discussed the IRS memo and how Board members are considered employees for IRS purposes. In the past, there were some individuals that did not want the per diem and the City came up with the option to donate their per diem payment back to different departments or funds. The per diem is still considered income even if the payment is donated back.

C. Giese asked City Attorney Mark Reitz about the issue and he felt the Library Board could opt-out of the payment, but the whole board would have to opt-out and the City Council would have to revise the Code of Ordinances to reflect the change. She said the issue is a policy matter for the Library Board.

F. Hartmann said there was a state statute that trumped the City Ordinance and Library Board. He wanted M. Allen to go back through previous minutes to see if there was a resolution from Library Board that officially approved the acceptance of a per diem payment.

C. Giese said she would share and discuss state statute 45.54 (1)(d) with M. Reitz. F. Hartmann read the statute for the board.

W. Maffei said this discussion has come up in the past. He said the board has always supported the per diem payment as outlined by the city, even if there was never an official resolution made.

N. Knappen would like to see a new donation form.

C. Giese said the resolution was adopted by the City Council in 2004.

F. Hartmann's concern was whether the state statute was being observed. W. Maffei said that if M. Allen cannot find anything in previous meeting minutes, he felt it was irrelevant if the Library Board did not make an official resolution.

M. Grant said the Library Board could finish the discussion of this topic at the next meeting.

B. Library building project

1. Project budget estimate

M. Allen said the project budget estimate came back from Kraemer Brothers after the last meeting and the estimate was included in the Board packet. City Engineer Tom Pinion, OPN, and Barbara McCormick, an architect on the Building and Grounds Committee, all agreed that the estimate appeared reasonable. The estimate given was in 2016 dollars. The breakdown of the budget was also in the Board packet.

M. Allen said that looking at the budget estimate, it appears we found a way to reduce the square footage of the addition and come up with a design that could meet the budget goal.

M. Grant said in the past, the Board was talking about asking the City for \$3 million. Based on the project budget, she felt that the amount should be increased to \$4 million.

D. Wernecke was concerned about the furnishing costs and that the new estimate might actually be closer to the charrette version of the addition when taking into account all of the furnishing costs. M. Allen said there are some other costs not included in the budget like demolition of the building next door and moving/relocation costs while the remodel is taking place. B. Stelling said technology updates also were not included in the budget estimate.

M. Allen said the purpose of the estimate was to make sure the project was on budget and allow OPN to finish up with the conceptual design process.

J. McMahon asked about the fundraising vision and if a fundraising consultant would be hired. M. Grant explained how the Board hired a fundraising consultant and was very dissatisfied. As a result, R. White was hired.

M. Grant felt the budget should include some costs for furnishing and technology updates.

2. Naming opportunities

M. Grant said there was a table in the packet with some information about naming opportunities.

N. Knappen suggested naming rights to the new addition for \$1 million. There was a general feeling that the new children's area and other areas or items could be named.

M. Grant said she does not see that the Board is in favor of seeing the name of the library changed and felt setting the naming rights for the library at \$5 million was not a bad idea.

There was more discussion on how much would be acceptable to name the children's wing. D. Wernecke thought it had to be at least 50% of the cost.

M. Grant said the Board also has to look at donation pledges. R. Whyte said she just wanted a starting point for talking to donors about lead gifts.

There was a brief discussion on naming rights and how it is not something all donors look for when considering large charitable contributions.

C. Discussion of the perception that library technology is outdated

M. Allen said N. Knappen spoke with her after the meeting to discuss the technology issue further and suggested having a "technology charrette" or a survey to show what some of the technology possibilities are and ask patrons what they are interested in using. M. Allen said a survey was being developed. N. Knappen asked J. McMahon if there was a way to survey the kids in the schools and find out what they want to use. J. McMahon said she thinks it would be possible, but not right now with the start of the school year. J. McMahon said that Penny Johnson comes in every year to talk to the teens and that may be a good time to get a feel for what they want.

B. Stelling suggested a photo cube for patrons to take pictures of items to sell on Etsy or eBay would be a useful tool for the library to have.

N. Knappen said maker spaces would be useful and should be added to the survey.

M. Allen pointed out the article about RFID and automated materials handlers in packet. N. Rybarczyk talked about his field trip to some of the SCLS libraries that have implemented RFID and discussed the feedback he received about automated materials handling systems. The automated materials handling systems are nice and work well in certain contexts. However, the lack of uniformity that is the nature of the SCLS consortium imposes some limitations on the effectiveness of automated materials handlers and results in the need for additional handling by library staff.

III. New business

A. Bills: B. Stelling, examiner

Motion by B. Stelling to pay the bills

Second: J. Ellington

Vote: Motion carried.

B. 2015 year end appeal letter – discussion of the purpose of the funds raised

M. Grant asked if the appeal letter could have choices for specific things.

N. Knappen said charging stations would be very appealing. He said M. Allen had identified a place near the brick wall behind the fireplace. Other things mentioned to be included in the letter were the building fund, teen media lab, digital projector, and a laptop lab for community and library programs.

J. McMahon said that she would like to see another "A Novel Evening" event in the future.

M. Grant said R. Whyte can complete the letter, email it to the Board. Members could provide input through email to R. Whyte about the letter.

C. 2013-2017 Operating Plan review

M. Allen distributed copies of the Operating Plan and the review will be on the agenda for next month.

D. 2016 Budget

M. Allen said the budget process for 2016 was getting started. Preliminary word from City Hall indicated a possible 2% increase in the budget. Budget worksheets will be available on September 2.

E. Budget amendment: \$1,000 from Line 328 – Audio Visual to Line 324 – Juvenile (Books)

Motion by J. Ellington to approve the budget amendment of \$1,000 from Line 328 – Audio Visual to Line 324 – Juvenile (Books)

Second: W. Maffei

C. Kipp stated she would like to purchase more "readers" with the additional funds.

Vote: Motion carried.

F. Policy Committee – Schedule a meeting to review a revision to the Circulation Policy

M. Allen notified J. McMahon that some proposed changes have been made to the Circulation Policy.

M. Allen would like to schedule a time to meet to discuss the changes.

G. Changing the meeting format

N. Knappen was interested in moving to a meeting format that would involve a consent agenda like the Baraboo City Council uses. J. Ellington said the consent agenda was for items like bills and committee work that needed to be sent to the full Council for approval.

L. Von Asten noted the Library Board did not have a lot of committee meetings.

Motion by N. Knappen to go to a consent agenda format like the Baraboo City Council uses

Second: J. Ellington

W. Maffei asked what items on the Library Board agenda would fall under a consent agenda. Some of the items mentioned were bills, committee reports, and statistics.

M. Grant said the meetings were restructured to move the important business to the top and she felt it has been working.

For clarification, M. Grant asked if everything under IV. Communication and Reports except the financial summary and trust fund report was to be included in the consent agenda. N. Knappen confirmed that was the intention of the motion.

Vote: Motion carried.

IV. Communication and Reports

A. Correspondence: none

B. Staff Reports: Director, Youth Services, and Development

M. Allen and R. Whyte had nothing additional to add to their reports.

C. Kipp said it was a good summer and she will have summer reading program statistics for the meeting next month. She reported the teens won the *It Just Makes Cents* competition. Kid's Ranch, the Boys & Girls Club, and Hope House will each receive \$113.01 from the money raised. She also reported the service learning project with the creation of quilts had begun.

C. Financial Summary

M. Allen reported the revenue continued to be strong. She also reported a great deal of adult fiction material has been purchased this year.

D. Statistics

The statistics were reviewed. N. Knappen said based on the continued increase in wireless internet uses, a charging station would be very popular.

E. Trust fund report

M. Allen covered the options from City Treasurer L. Laux for renewing the Impact Fee CD that was expiring. She pointed out that \$15,000 of Impact Fees will be spent on new shelving.

Motion by W. Maffei to cash out the expiring CD and keep it in the checking account

Second: J. Ellington

Vote: Motion carried.

F. Board member volunteer experiences

B. Stelling and her family watered the flower beds. D. Wernecke was working on repairing the cigarette butt canister that had been vandalized. M. Grant was the announcer for the Worm Races.

G. Friends report

L. Von Asten reported many of the updates for the Friends were included in M. Allen's Director Report. She reported the Friends Annual Meeting is scheduled for September 22. Poet Jean Feraca will be the featured guest.

H. Teen Advisory Board report

T. Konkel showed an example of what the teens were working on regarding the quilt for the service learning project.

She also reported the teens spent a grand total of 5515 hours reading for the teen summer reading program.

I. Building & Grounds Committee

N. Knappen reported the committee did not meet. He reported he was having difficulties meeting with the lead architect on the Al Ringling Theater restoration to discuss furniture options. He also noted the Option Agreement to purchase the land from the United Methodist Church for the building addition was expiring in February 2016. J. Ellington said he would talk to the church about renewing the agreement.

W. Maffei announced his last Library Board meeting will be next month. He said he had served on the Board for 15 years.

V. Adjournment

Motion by J. Ellington to adjourn

Second: D. Wernecke

Vote: Motion carried.

Meeting adjourned at 7:09 pm.