

**BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES JANUARY 15, 2019**

**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, J. Gunnell, F. Hartmann, B. Persche, L. Steffes, B. Stelling, L. Von Asten, J. Watts

Members absent: T. Kujawa

Others present: C. Arndt, J. Bergin, A. Dilcher (via video/phone)

C. Approval of the December 18, 2018, Library Board meeting minutes (Open session and Closed session)

Motion to approve the minutes: F. Hartmann

Second: J. Watts

Vote: Motion passed unanimously

D. Approval of the Agenda

Motion to approve the Agenda: F. Hartmann

Second: J. Watts

Vote: Motion passed unanimously

**II. Public Hearings/Appearances**

None.

**III. Action Items**

A. Update on Building Expansion: Draft Program Review – Carter Arndt

C. Arndt and A. Dilcher reviewed the Milestone Schedule for the BP Expansion & Remodel. Pre-design work has been completed (facility tours, collection summary, shelving capacity summary, building program functional area summary). Based on that work, the projected size of the expansion/remodel is roughly 28,800 square feet (existing library is approximately 15,500 square feet). MSA/QEA will now move into the conceptual design phase of their work in which they will put together three conceptual design options to share with library board, staff, patrons and community stakeholders. These design options will be first shared with library board at the next meeting Monday, February 18, 5:30 (note meeting date/time change), followed by a showing to invited community stakeholders on Tuesday, February 19, 5:30 pm. There will be public sessions to share these conceptual designs at the library on Wednesday, February 20 at 10:00 am and 5:30 pm. MSA/QEA, library staff and library board members will

be at all of these sessions to hear feedback from the community regarding these conceptual designs. Refer to the Milestone Schedule at the end of the minutes for further details pertaining to the Building Expansion timeline.

Motion: No action needed

B. Discuss the potential impact of sustainability ad-hoc group on library expansion project

B. Persche reported that a group of citizens are working with city officials to create a sustainability committee for Baraboo. The purpose of this committee would be to assist the city in adhering to the stated principals in the Eco-Municipality resolution that the city adopted in October 2008. One such area of focus would be to encourage green design/clean energy options in city/public buildings and spaces. Once this committee is formed and ready to work, they are interested in the library expansion project, as well as the proposed new city fire station as opportunities to incorporate clean energy and green design for the benefit of the community and future generations.

Motion: No action needed

C. Update on Strategic Plan: Implementation planning- Director Bergin

J. Bergin handed out a draft of the Strategic Plan and asked Board members to review it and send any edits or comments to her. The Strategic Planning Committee will finalize edits prior to it being sent to Deb Haeffner (SCLS) for the graphic design work. Anticipated date for the final draft is January 31.

On March 12, Director Bergin, lead staff and board member B. Persche will meet with Bruce Smith of WiLS to work on the implementation outline for the strategic plan. This meeting will be held a City Hall, room 205.

Motion: No motion needed

D. Trustee continuing education: Discussion and review of Trustee Essentials Handbook Chapter 1 and 2

Discussion was held regarding how best to cover the material in the Trustee Essentials Handbook. For the future, the expectation will be that board members will take the time to read through the assigned chapter(s) prior to the board meeting and come prepared to discuss the material as it relates specifically to our library and community.

E. Bills: J. Ellington, Examiner

Motion to pay the bills: J. Ellington

Second: L. Steffes

Vote: Motion passed unanimously

#### IV. Information Items

A. Teen Advisory Board report –

P. Johnson is working on putting this together. Nothing in place yet.

B. Financial Summary

1. Revenue and donations report

The report was reviewed.

2. Expenditure report

The report was reviewed.

3. Trust Fund report

The report was reviewed.

Motion to accept the financial report: J. Ellington

Second: J. Gunnell

Vote: Motion passed unanimously

C. Staff Reports

1. Adult Services Report

The report was reviewed.

2. Youth Services Report

The report was reviewed.

3. Director's Report

J. Bergin reported that the new position of page has been filled.

The library will participate in Baraboo Reads scheduled for April. The chosen book is *The Gift of our Wounds* by Arno Michaelis and Pardeep Singh Kaleka. Currently fundraising to buy the books (approx. 200 copies); \$2,500 pledged to date, aiming for \$5,000. J. Bergin will approach publisher to see if they will donate some books.

Motion to allow up to \$1200 from segregated fund to cover any shortfall for Baraboo

Reads book purchases, as well as cover promotional printing costs: L. Von Asten

Second: J. Gunnell

Vote: Motion passed unanimously

D. Statistics

The library statistics were reviewed.

E. Trustee(s) to attend all staff meeting: **Jennifer Watts (Thurs. Jan. 17, 8:00am)**

## F. Friends Report

There was a good turnout for the Friends' annual meeting and first Music with Friends concert. They will be participating in the Downtown Baraboo Cocoa Crawl on Saturday, January 26. They are also planning a charcoal drawing fundraiser for February 2 (\$20 per ticket will be donated to the Friends).

## G. Correspondence

A thank you letter addressed to library staff was received from a patron whose purse was stolen. She was appreciative of staff willingness to work with the police in order to recover her items.

## V. Board Member Comments

J. Ellington reported that he and Director Bergin drafted a letter to the CDA (Community Development Authority) inquiring about their ability to assist with funding for the library's expansion (as well as how this would affect the City's debt capacity). This topic was part of the CDA's agenda for their board meeting (running concurrently with this meeting). J. Ellington will report back regarding CDA's possible assistance.

## VI. Adjourn

Motion to adjourn: L. Von Asten

Second: B. Stehling

Vote: Motion passed unanimously

The meeting adjourned at 7:21 pm.

**MILESTONE SCHEDULE** 1.15.19  
**BARABOO PUBLIC LIBRARY  
 EXPANSION & REMODEL**  
 Baraboo, Wisconsin MSA #: 18603000

<b>I. PRE-DESIGN</b>		<b>2018</b>
- KO Sessions		October 18 <input checked="" type="checkbox"/>
- Example Facility Tours		October 19 <input checked="" type="checkbox"/>
- <b>Staff Leadership/Board</b> - Programming Sessions		November 29 <input checked="" type="checkbox"/>
- <b>Strategic Plan Outline - WILS</b>		December 20 <input checked="" type="checkbox"/>
- Initial Program Release (draft)		December 22 <input checked="" type="checkbox"/>
		<b>2019</b>
- <b>80% Strategic Plan – WILS</b>		January 9 <input checked="" type="checkbox"/>
- Review Conference Call		January 11 <input checked="" type="checkbox"/>
- Program Released (progress draft)		January 11 <input checked="" type="checkbox"/>
- <b>Library Board</b> Update		January 15
- Final Program released		January 17
<b>II. CONCEPTUAL DESIGN</b> (explore options)		
- Start Conceptual Design		January 18
- <b>Final Strategic Plan – WILS</b>		January 31
- Conceptual Option Summary released		February 5
- <b>Building Committee</b> – Mtg/Conf/Video Call		February 7
- Refined Option Summary released		February 13
- <b>Building Committee</b> – Mtg/Conf/Video Call		February 14
- <b>Library Board</b> Update (5:30)		February 18
- <b>State Holders</b> Meeting (time TBD)		February 19
- <b>Public Session 1 “Sneak Peak”</b> (time(s) TBD)		February 20
- <b>Building Committee</b> – Conf/Video Call		Early March
- <b>Library Board</b> Meeting (select option)		March 19
<b>III. SCHEMATIC DESIGN</b> (develop one option)		
- Start Schematic Design		March 20
- Initial Schematic Design released		April 9
- <b>Building Committee</b> – Conf/Video Call		April 11
- Draft Schematic Design released		April 22
- <b>Library Board</b> Update		April 23
- <b>Public Engagement Session 2</b> (selected scheme)		April 24
- Refined Schematic Design released		May 7
- <b>Building Committee</b> – Conf/Video Call		May 9
- Schematic Design released		May 16
- <b>Library Board</b> Update		May 21
- <b>City Council</b> Presentation		May 28