

**MINUTES FOR THE MEETING OF THE
BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES**

Date and Time: Tuesday, February 18 - 5:30pm

Location: Lower Level Meeting Room, Baraboo Public Library 230 4th Ave. Baraboo, WI 53913

Members Present: J. Ellington, F. Hartmann, A. Kujawa, B. Persche, P. Roland, L. Steffes, B. Stelling, M. Yates-Wickus, P. Zolper (absent--unexcused)

Others Present:

I. Call to order--John Ellington (5:31pm)

A. Note compliance with Open Meeting Law

B. Roll call-- J. Ellington, F. Hartmann, A. Kujawa, B. Persche, P. Roland, L. Steffes, B. Stelling, M. Yates-Wickus, P. Zolper (absent--unexcused)

C. Approval of the 1-21-20 and 1-28-20 Library Board meeting minutes

a. 1-21 F. Hartmann makes a motion to approve 1-21-20 minutes. B. Persche second. Motion passes unanimously.

b. 1-28 F. Hartmann make a motion to approve 1-28-20 minutes. J. Ellington second. Motion passes unanimously.

D. Approval of the Amended Agenda-- P. Roland makes a motion to approve agenda as amended. B. Persche second. Motion passes unanimously.

II. Public Hearings/Appearances

III. Action items

A. Discussion and possible action on recommendation from Policy Committee on Naming Rights Policy and Gift Agreement--P. Roland suggests typo edits. F. Hartmann suggests content edits.

a. B. Persche make a motion to accept "Naming Rights Policy" of the Baraboo Public Library with stated amendments, L. Steffes second.

F. Hartmann (aye), A. Kujawa (aye), B. Persche (aye), P. Roland (aye), L. Steffes (aye), B. Stelling (aye), M. Yates-Wickus (aye), J. Ellington (aye). Motion passes.

b. J. Ellington makes a motion to accept "Monetary Gift Agreement" as amended. L. Steffes second.

F. Hartmann (aye), A. Kujawa (aye), B. Persche (aye), P. Roland (aye), L. Steffes (aye), B. Stelling (aye), M. Yates-Wickus (aye), J. Ellington (aye). Motion passes.

- B. Discussion and possible action on contacting previous major donors regarding naming opportunities--Jessica Bergin offers a review of some previous donors/donation history. Information will be shared with the fundraising committee.
- C. Discussion and possible action on Naming Opportunities list document--A. Kujawa makes a motion to accept "Naming Opportunities" document. B. Persche second. F. Hartmann (aye), A. Kujawa (aye), B. Persche (aye), P. Roland (aye), L. Steffes (aye), B. Stelling (aye), M. Yates-Wickus (aye), J. Ellington (aye). Motion passes.
- D. Discussion and possible action on Persche donation and naming--\$50K will be donated to name the adult reading room after Ronald E. Persche.. L. Steffes makes a motion to accept the donation. B. Stelling second. Motion passes unanimously. Jessica will send additional information (2 documents) to Earlene Persche.
- E. Discussion and possible action on bids for Certified Survey Map-- Only one company submitted a bid. A. Kujawa makes a motion to accept the bid from MSA for the Certified Survey Map. B. Stelling second.
- F. Hartmann (aye), A. Kujawa (aye), B. Persche (aye), P. Roland (aye), L. Steffes (aye), B. Stelling (aye), M. Yates-Wickus (aye), J. Ellington (aye). Motion passes.
- F. Discussion and possible action on final budget amendments for 2019--A. Kujawa makes a motion to approve the final budget amendments for 2019. J. Ellington second. F. Hartmann (aye), A. Kujawa (aye), B. Persche (aye), P. Roland (aye), L. Steffes (aye), B. Stelling (aye), M. Yates-Wickus (aye), J. Ellington (aye). Motion passes.
- G. Bills: L. Steffes, Examiner--L. Steffes makes a motion to pay the bills. B. Stelling second. Motion passes unanimously.

IV. Information items

- A. Update from Library Project Management Team meeting 1-28-20 --Jessica Bergin
 - a. MSA payment schedule for 2020
 - b. CDBG Grant recommendation from City Finance Committee (City does not approve CDBG grant for library use)
 - c. Lease Termination for Dan Co Title Co
 - d. USDA updates- order of operations for funding
 - F. Hartmann requested CDA/USDA regulations and has not received them from Pat Cannon after 2 weeks. Jessica Bergin will follow up with Pat Cannon and make sure F. Hartmann is provided with the text of those regulations for review.
- B. Update from Personnel Committee on Director annual review process--presentation of official process for evaluation --P. Roland and M. Yates-Wickes present their written process for conducting the evaluations. It is agreeable to the board, so this process will be followed and a copy of it added to Jessica Bergin's file with evaluation paperwork when it is completed. At the March Board meeting there will be a discussion about goal setting for Jessica Bergin for the coming year.

C. Financial Reports--Jessica

- a. Revenue and donations report
- b. General Fund Income Statement with Comparison to Budget report
- c. Trust Fund report
- d. LPL Brokerage Funds report

F. Hartmann makes a motion to approve the financial statements. A. Kujawa second. Motion passes unanimously.

D. Staff reports

- a. Adult Services and Technology Report
 - i. Adult program attendance
 - ii. New book sale cart
 - iii. Upcoming programs
- b. Youth Services Report
 - i. Youth program attendance
 - ii. Outreach to schools and other partners
- c. Director's Report
 - i. Waunakee Library visit with CA
 - ii. Agenda/notice training for public meetings
 - iii. Annual Report if available (needs signature)--Complete John will sign
 - iv. Personnel/hiring updates This week interviews for circulation position. Teen services position will be posted soon.

E. Statistics

F. Friends report – P. Zolper (absent)

G. Correspondence

V. Adjourn--B. Persche makes a motion to adjourn. Second B. Stelling. Meeting adjourned. (6:45pm)