

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

Members noticed must notify the person who prepared the agenda (see below) at least 24 hours before the meeting if they will not be able to attend.

Date and Time: Tuesday, April 21, 2020 - 5:30pm

Location: Room 214, City Municipal Building, 101 South Blvd. Baraboo, WI 53913

This meeting is open to the public. With the health concerns regarding COVID-19, the public is strongly encouraged to attend the meeting remotely. Anyone appearing in person will be required to socially distance themselves. Remote participation by Library Board Members and the public is allowed and encouraged.

Conference Call Number: 1-414-662-3639
Conference Code Number: 983 587 194#

Members Noticed: J. Ellington, F. Hartmann, A. Kujawa, B. Persche, P. Roland, L. Steffes, B. Stelling, M. Yates-Wickus, P. Zolper

Others Noticed: Clerk's office, City Administrator, Mayor, City Attorney, TAB Representative, Library Staff, Media, C. Arndt, A. Dilcher, P. Cannon

I. Call to order

- A. Note compliance with Open Meeting Law
- B. Roll call
- C. Approval of the March 17, 2020 Library Board meeting minutes
- D. Approval of the Agenda

II. Public Hearings/Appearances

- A. Financial update- Laura Stanek, Third Oak Investments
- B. Building expansion project update – Jessica Bergin and Pat Cannon
 - 1. State Historic Preservation Office application
 - 2. Timeline and next steps

III. Action items

- A. Consider adopting the City's Emergency Declaration and Proclamation for conducting remote Library Board meetings and require all participation to be conducted remotely through May 30, 2020.
- B. **Closed Session** - The Library Board may go into CLOSED SESSION as per Wisconsin Statute 19.85(1) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Discussion on Director's performance goals and annual performance evaluation)

Motion by: Second: Roll call vote:

C. **Open Session** – The Library Board will return to OPEN SESSION as per Wisconsin Statute 19.85(2) to address any business that may be a result of discussion conducted in Closed Session

Motion by: Second: Roll call vote:

D. Discussion and possible action on renewing CDs for trust fund investments

E. Bills: J. Ellington, Examiner

IV. Information items

A. Update on Sauey Foundation donation- Forrest Hartmann

B. Financial Reports

1. Revenue and donations report
2. General Fund Income Statement with Comparison to Budget report
3. Trust Fund report
4. LPL Brokerage Funds report

C. Staff reports

1. Adult Services and Technology Report
 1. Adult program attendance
 2. WiFi Access during building closure
 3. Online library card registration
 4. Online programming
2. Youth Services Report
 1. Youth program attendance
 2. Outreach to schools and other partners
 3. Online programming
3. Director's Report
 1. Personnel/hiring updates
 2. Response to Governor's updated Safer At Home Order

D. Statistics

E. Friends report – no meeting held

F. Correspondence

G. President Comment

1. Contributions for flowers for staff
2. Thank you to Pam and Michele for work on director evaluation

V. Adjourn

Agenda posted on _____
Agenda prepared by N. Rybarczyk and J. Bergin

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Library Director at 230 4th Avenue, or phone 356-6166, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.