

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

Date and Time: Tuesday, June 16, 2020 - 5:30pm

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

Members Present: J. Ellington, F. Hartmann, A. Kujawa (virtual), P. Roland, B. Stelling (phone)

Others Present: Laura Stanek, Jessica Bergin, Carey Kipp

I. Call to order 5:40pm J. Ellington

- A. Note compliance with Open Meeting Law
- B. Roll call J. Ellington (present), F. Hartmann (present), A. Kujawa (present--virtual), B. Persche (excused), P. Roland (present), L. Steffes (excused), B. Stelling (present--phone), M. Yates-Wickus (excused), P. Zolper (excused)
- C. Approval of the May 19, 2020 Library Board meeting minutes. Motion to approve: A. Kujawa Second: F. Hartmann Motion passes unanimously.
- D. Approval of the Agenda Motion to approve: P. Roland Second: B. Stelling Motion passes unanimously.

II. Public Hearings/Appearances (none)

III. Action items

- A. Discussion and possible action on investment strategy presented by Laura Stanek, 3rd Oak Investments
Motion by P. Roland to follow Laura Stanek's advice and move the entire balance of the Global Bond fund to:
Bond Fund of America (one third)
Strategic Bond Fund (one third)
US Government (one third)
Second: B. Stelling Roll call vote: F. Hartmann (aye), A. Kujawa (aye), P. Roland (aye), B. Stelling (aye), J. Ellington (aye). Motion passes unanimously.
- B. Discussion and possible action on use of East Building for book sale use.
The library gave notice to Dane County Title Company to vacate by February 1st, they informed the library that they would move out right away and have vacated as of June 15th. The Friends would like to hold their booksale there in December and keep donations there until the book sale.

A. Kujawa motion to use for book sale storage and book sale itself. B. Stelling second Discussion: F. Hartmann suggests moving up the sale date to an earlier date (possibly October) due to the additional costs of heating the building during

colder months. Amended motion requiring October sale date by F. Hartmann. Bekah Stelling second. Motion passes unanimously.

- C. Discussion and action on Nominating Committee for board seats--John Ellington, appointed L. Steffes and B. Persche
- D. Discussion and possible action on Sunshine Fund procedure--was kept by the director, instead it is suggested that it should be kept by a board member since it's not library official budget money. F. Hartmann (finance Committee Member) does not think this is a good idea. B. Stelling recommends considering a small line item in the budget. (This will be added as an action item for July.)
- E. Discussion and possible action on fundraising plan from the Fundraising Committee Recommendation from Fundraising Committee---

Recommendation from the Fundraising Committee to contact past donors regarding naming rights, additional donations, and general updates on the expansion project.

Motion by A. Kujawa for B. Persche to be in touch with past large donors. P. Roland second. Discussion: F. Hartmann is concerned that we don't have specific information that we can use in fundraising. He thinks we should do no further fundraising until after we have an accepted bid and doesn't feel that our current estimates are enough to give us an accurate picture of how much money we need. Roll call vote on motion to be in touch with large donors--P. Roland (aye), B. Stelling (aye), J. Ellington (aye), F. Hartmann (nay), A. Kujawa (aye) Motion passes 4-1.

Second Motion: A. Kujawa There shall be no further fundraising efforts until the bids come in. Second: F. Hartmann Discussion: F. Hartmann feels strongly that we should not fundraise until after we have an accepted bid. P. Roland feels that we should continue to explore ideas to actively involve the community. Roll call: B. Stelling (nay), J. Ellington (aye), F. Hartmann (aye), A. Kujawa (aye), P Roland (nay) Motion passes 3-2.

F. Bills: J. Ellington, Examiner Motion to pay the bills: J. Ellington Second: F. Hartmann. Motion passes unanimously.

IV. Information items

- A. 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
- B. Staff reports

1. Adult Services and Technology Report
 1. Virtual Adult program attendance
 2. Seed Library

2. Youth Services Report (Carey Kipp present)
 1. Virtual Youth program attendance
 2. Comments from Facebook Live program attendees
 3. Online programming --There are many creative programs being offered in spite of the current pandemic situation.

3. Director's Report
 1. Personnel/hiring updates
 2. Library Building Expansion Project update

- C. Statistics

- D. Friends report – no meeting held

- E. Correspondence

- F. President Comment
 1. Thank you to Phillip Zolper for his service on the board
 2. Lynn Harthorne to be appointed to library board (June 23rd meeting City Council. Former librarian and Baraboo resident.) Her first meeting will be July.

V. Adjourn 7:17pm A. Kujawa makes motion to adjourn. F. Hartmann second. ALL AYES. Motion passes.