

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

**Date and Time:** Tuesday, July 21, 2020, 5:30pm

**Location:** Lower Level Meeting Room, Baraboo Public Library, 230 4<sup>th</sup> Ave, Baraboo  
WI 53913

**Conference Call Number: 1-414-662-3639**

**Conference Code Number: 280 739 814#**

**Members Present:** J. Ellington, L. Harthorne, F. Hartmann, A. Kujawa, B. Persche, P. Roland,  
L. Steffes (arrived 5:49pm), B. Stelling (online), M. Yates-Wickus (phone)

**Others Present:** Jessica Bergin, Beth VanCurine, Carter Arndt (online), Pat Cannon

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

A. Note compliance with Open Meeting Law

B. Roll call

J. Ellington (here), F. Hartmann (here), A. Kujawa (here), B. Persche (here), P.  
Roland (here), L. Steffes (arrived at 5:49pm), B. Stelling (here), M. Yates-Wickus  
(here), L. Harthorne (here)

C. Approval of the June 16, 2020 Library Board meeting minutes

a. Motion to approve minutes: T. Kujawa

b. Second: B. Persche

c. vote called

d. motion passes

D. Approval of the Agenda

a. Motion to approve agenda: P Roland

b. Second: B. Stelling

c. vote called

d. motion passes

E. Introduce new library board trustee, Lynn Harthorne

**II. Public Hearings/Appearances**

**III. Action items**

A. Discussion and action on Nominating Committee recommendation for board officers for  
2020-2021.

a. Nominations from the Committee are:

i. John Ellington, Chair

ii. Beth Persche, Vice Chair

iii. Forrest Hartmann, Financial Secretary

iv. Pamela Roland, Recording Secretary

b. Motion to accept the committee recommendation for officers, B. Persche

c. Second L. Harthorne

- d. Vote called, no roll call needed per Chair.
  - e. Motion passes.
- B. Discussion and action on Sublease Agreement between City of Baraboo and Library regarding building expansion.
- a. Discussion notes--Explanation of the process and reasons for requiring this agreement. Question about dates and rent amounts left blank. Explanation of how maximum rent would be collected and how the city would adjust the Library Budget accordingly. This agreement needs to be completed before we can proceed.
  - b. Motion to authorize the chair and financial secretary to sign the documents presented by Pat Cannon, A. Kujawa
  - c. Second L. Harthorne
  - d. Roll call vote-- B. Stelling (aye), M. Yates-Wickus (aye), L. Harthorne (aye), J. Ellington (aye), F. Hartmann (aye), A. Kujawa (aye), B. Persche (aye), P. Roland (aye), L. Steffes (not present)
  - e. Motion passes
- C. Discussion and action on Amendment to the Professional Services Agreement with MSA Professional Services.
- a. Discussion notes--Carter Arndt, explanation of the necessity of this document. F. Hartmann expressed concern that the document was not clear and was missing the necessary amended wording to satisfy a contractual amendment. F. Hartmann suggests delaying this possible approval until the wording of the document can be rewritten to indicate amended language with attached memorandum explaining why the different language is necessary and what changes it would indicate.
  - b. Motion to **not** approve amendment as presented and ask MSA to redraft a more detailed amendment to be revisited for approval by the board, B. Persche
  - c. Second, L. Harthorne
  - d. Note: Carter Arndt will double check and make sure this won't hold up the project and let us know ASAP, so that we can have an emergency meeting only if necessary.
  - e. Roll call vote-- M. Yates-Wickus (aye), L. Harthorne (aye), J. Ellington (aye), F. Hartmann (aye), A. Kujawa, B. Persche, P. Roland, L. Steffes, B. Stelling
  - f. Motion passes
- (Skipped to information item A)
- D. Discussion and action on Personnel committee recommendation regarding changes to "Housekeeper" position description
- a. Discussion notes
  - b. Motion to accept updated job description for Housekeeper (now Custodian) with minor suggestion of correcting numbering, P. Roland
  - c. Second M. Yates-Wickus
  - d. Roll call vote-- L. Harthorne (aye), J. Ellington (aye), F. Hartmann (aye), A. Kujawa (aye), B. Persche (aye), P. Roland (aye), L. Steffes (aye), B. Stelling (aye), M. Yates-Wickus (aye)
  - e. Motion passes

- E. Discussion on preliminary recommendations for budget priorities for coming year including any personnel changes, Jessica Bergin. Discussion notes-- No budget changes expected and no personnel changes suggested at this time.
- F. Discussion and action on proposed Friends of the Library use of East Building for December Book Sale.
  - a. Discussion--Discussion concerning additional expenses and pros and cons of keeping the building open until December.
  - b. Motion approve the use of the building the first weekend in December for the Friends booksale A. Kujawa
  - c. Second L. Harthorne
  - d. Roll call vote--B. Stelling (aye) , M. Yates-Wickus (aye), L. Harthorne (aye), J. Ellington (aye), F. Hartmann (aye), A. Kujawa (aye), B. Persche (aye), P. Roland (aye), L. Steffes (aye)
  - e. Motion passes
- G. Discussion and action on Carpenter Glass bid for plexiglass installation and funding source prior to potential reimbursable grant.
  - a. Motion to approve accept the bid from Carpenter Glass and for \$3285 to come out of segregated fund--operating expenses until possible reimbursement, A. Kujawa
  - b. Second J. Ellington
  - c. Discussion--We may or may not be reimbursed by FEMA. \$3285 to come out of segregated fund--operating expenses. Question about a potential problem, if the reimbursement comes back in another tax year. No foreseeable problem.
  - d. Roll call vote--L. Steffes (aye), B. Stelling (aye), M. Yates-Wickus (aye), L. Harthorne (aye), J. Ellington (aye), F. Hartmann (aye), A. Kujawa (aye), B. Persche (aye), P. Roland (aye)
  - e. Motion passes
- H. Bills: J. Ellington, Examiner.
  - a. Motion to pay bills, J. Ellington
  - b. Second, F. Hartmann
  - c. Roll call vote-- L. Harthorne (aye), J. Ellington (aye), F. Hartmann (aye), A. Kujawa (aye), B. Persche (aye), P. Roland (aye), L. Steffes (aye), B. Stelling (aye), M. Yates-Wickus (aye)
  - d. Motion passes

#### **IV. Information items**

- A. Report from Building Committee July 14 meeting (Moved ahead in the agenda so Carter Arndt could participate--see above.) Beth provided summary of meeting--one of the most important decisions is HVAC. We need more information on the HVAC system. (Return to action items)
- B. Report from PR Committee July 9 meeting--Lacey Steffes

- C. Financial Reports--Jessica Bergin
  - 1. Revenue and donations report
  - 2. General Fund Income Statement with Comparison to Budget report
  - 3. Trust Fund report
  - 4. LPL Brokerage Funds report
  
- D. Staff reports
  - 1. Adult Services and Technology Report
    - 1. Virtual Adult program attendance
    - 2. PC Replacements
    - 3. Backdating Issue with Quarantined Items
  
  - 2. Youth Services Report--Beth VanCurine
    - 1. Virtual Youth program attendance
    - 2. Comments from Facebook Live program attendees
    - 3. Glow in the Dark Scavenger Hunt with downtown businesses
  
  - 3. Director's Report--Jessica Bergin
    - 1. Personnel/hiring updates
    - 2. COVID-19 Update
    - 3. Out of Office
    - 4. Share updated board contact sheet and library org chart and board calendar
  
- E. Statistics
- F. Friends report
- G. Correspondence

**V. Adjourn** Motion to adjourn, L. Harthorne. Second B. Persche. Vote called. Motion passes 7:04 pm.

