

**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, July 21, 2020, 5:30pm

Location: Lower Level Meeting Room, Baraboo Public Library, 230 4th Ave, 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 though not required.

Conference Call Number: 1-414-662-3639
Conference Code Number: 280 739 814#

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

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 June 16, 2020 Library Board meeting minutes
- D. Approval of the Agenda
- 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.
- B. Discussion and action on Sublease Agreement between City of Baraboo and Library regarding building expansion.
- C. Discussion and action on Amendment to the Professional Services Agreement with MSA Professional Services
- D. Discussion and action on Personnel committee recommendation regarding changes to Housekeeper position description
- E. Discussion on preliminary recommendations for budget priorities for coming year including any personnel changes.

- F. Discussion and action on proposed Friends of the Library use of East Building for December Book Sale.
- G. Discussion and action on Carpenter Glass bid for plexiglass installation and funding source prior to potential reimbursable grant.
- H. Bills: J. Ellington, Examiner

IV. Information items

- A. Report from Building Committee July 14 meeting
- B. Report from PR Committee July 9 meeting
- C. 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
- 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
 - 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
 - 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

Agenda posted on _____
Agenda prepared by 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.