

**MINUTES FOR THE AUGUST 21, 2018 MEETING OF THE
BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES**

- I. Call to Order
 - A. Note compliance with Open Meeting Law
 - B. Roll call

Members present: J. Ellington, J. Gunnell, A. Kujawa, B. Persche, L. Steffes (arrived at 5:34 pm), B. Stelling, J. Watts

Members absent: F. Hartmann, L. Von Asten

Others present: J. Bergin, C. Kipp, N. Rybarczyk
 - C. Approval of the July 17, 2018 Library Board meeting minutes

Motion to approve the minutes: J. Gunnell
Second: B. Persche
Vote: A. Kujawa abstained. Motion passed unanimously.
 - D. Approval of the Agenda

B. Persche would like to add discussion of the City Goal Setting results to item E in the Action items

Motion to approve the agenda as amended: B. Stelling
Second: J. Watts
Vote: Motion passed unanimously.
- II. Public Hearings/Appearances-None
- III. Action Items
 - A. Agreement to participate in SCLS Technology Services

J. Bergin said this is something that is done each year. She recommended participation in SCLS Technology Services.

L. Steffes arrived at 5:34 pm.

Motion to approve participation in SCLS Technology Services: B. Stelling
Second: J. Watts
Roll call vote: J. Ellington-yes, J. Gunnell-yes, A. Kujawa-yes, B. Persche-yes, L. Steffes-yes, B. Stelling-yes, J. Watts-yes. Motion passed.
 - B. Surplus video game hardware

J. Bergin referred to document in the packet for the old video game equipment to be sold with board approval.

Motion to sell the surplus video game equipment: A. Kujawa
Second: B. Stelling
Roll call vote: J. Ellington-yes, J. Gunnell-yes, A. Kujawa-yes, B. Persche-yes, L. Steffes-yes, B. Stelling-yes, J. Watts-yes. Motion passed.

C. Jane E. Manz Estate

J. Bergin asked how the funds should be designated. Discussion followed. It was decided that it was too early to determine what fund the bequest would go into until it was decided how it would be used.

D. Expenditure plan proposal for MSA design work from Raymond James

J. Bergin referred the board to the report in the packet. Discussion of the plan followed.

Motion to accept L. Stanek's recommendation as written in her report, including request to City Treasurer to transfer maximum monthly amount from Dana account to LGIP, up to \$250,000. A. Kujawa

Second: B. Persche

Roll Call Vote: J. Ellington-yes, J. Gunnell-yes, A. Kujawa-yes, B. Persche-yes, L. Steffes-yes, B. Stelling-yes, J. Watts-yes. Motion passed.

E. Strategic planning committee membership and goal setting results

The committee members recommended were as follows:

- Beth Persche
- John Gunnell
- Anthony Kujawa
- Maria Kopecky
- Carey Kipp
- Michael Zolper
- Jill Ellinwood
- Jessica Bergin
- John Ellington
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Motion to accept the list of recommended members: B. Persche

Second: J. Gunnell

Vote: Motion passed unanimously.

J. Bergin referred to the memo from City Administrator E. Geick regarding the shift in the capital plan. She met with City Administrator E. Geick to discuss the movement of the library project to 2028.

Discussion followed on starting efforts to inform the public about the importance of the library and for people to contact their alderperson to support the expansion project.

B. Persche discussed the potential of getting marketing seniors at UW-Madison to take this on as a capstone project. She was willing to gather information for the board.

L. Steffes said we need a good, clear plan before we get started with a campaign.

J. Bergin felt a public relations campaign would be great to get started right now, but she does not have time to get one started while working on the strategic plan.

J. Bergin also discussed the idea of a different debt holder that was brought up by City Administrator E. Geick.

J. Bergin recommended to continue with the Strategic Plan process and to continue as planned with MSA.

F. Recommendation of Bylaws change from Library Policy Committee

L. Steffes pointed out the bylaw changes in the draft, particularly the Officer section. The Policy Committee recommended the officer position of Recording Secretary for taking minutes and dealing with other correspondence from the Library Board.

Motion to approve the changes: L. Steffes

Second: B. Stelling

Vote: Motion passed unanimously.

G. Nomination and vote of Officer – Recording Secretary

B. Persche volunteered to be the Recording Secretary.

Motion for B. Persche to serve as the Recording Secretary: B. Stelling

Second: J. Ellington

Vote: Motion passed unanimously.

H. East Building Maintenance – roof

J. Bergin will get estimates on the roof.

I. Security cameras installation proposal

J. Bergin recommended the plan that would keep no longer than 5 days of video. She suggested purchasing 10 cameras.

Motion to accept the security camera proposal: A. Kujawa

Second: L. Steffes

J. Bergin said the money raised from the Unbirthday Party could be used to begin paying for the service.

Roll call vote: J. Ellington-yes, J. Gunnell-yes, A. Kujawa-yes, B. Persche-yes, L. Steffes-yes, B. Stelling-yes, J. Watts-yes. Motion passed.

J. Security camera policy draft

J. Bergin said City Attorney E. Truman recommended to have a policy. The draft of the policy was reviewed. B. Persche recommended having a log to record when footage was reviewed.

J. Bergin will check with City Attorney E. Truman on the necessity of a log.

K. Bills: J. Gunnell

Motion to pay the bills: J. Gunnell

Second: J. Watts

Vote: Motion passed unanimously

IV. Informational items

A. Teen Advisory Board report-none

B. Financial Summary

1. Revenue and donations report
The report was reviewed.

2. Expenditure report
The report was reviewed. J. Bergin reported M. Allen's retirement benefit was coming out of salaries in the library budget. Also, some of C. Kipp's

programming hours were coming out of wages instead of salary. She said we are not as over budget as we thought.

3. Trust Fund report
The report was reviewed.

C. Staff reports

1. Adult Services report
N. Rybarczyk had nothing additional to report. J. Bergin gave an update on the copier situation.
2. Youth Services report
C. Kipp recapped the summer reading program and reported that Turkey Bingo would be at the Ringling Ballroom.
3. Director's report
J. Bergin highlighted the Adventure Pass and the partnership with the International Crane Foundation.

D. Statistics

The statistics were reviewed.

- E. Trustee attendee to all staff meeting: J. Ellington (Thurs., 8/23, 8:00 am)

F. Friends report

J. Watts reported the Friends have a radio spot next month. They are looking for ideas for music, especially for teens. They are also pursuing a spot for the Fair on the Square and exploring tote bags to sell at the book sale.

G. Correspondence

J. Bergin read a thank you card from Mary Grant.

V. Board Member Comments

J. Ellington recommended viewing the training from Wisconsin Trustee Training Week.

L. Steffes felt it would be good to get a PR committee going to start discussing ways to inform the public about the expansion. She suggested to add this to the next agenda for approval at next meeting.

VI. Adjourn

Motion to adjourn: J. Ellington

Second: J. Gunnell

Vote: Motion passed unanimously.

The meeting adjourned at 7:29 pm.