

Minutes for the Meeting of the Baraboo Public Library Board of Trustees

Date and Time: Tuesday, September 17, 2019, 5:30pm

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

Members Present: John Ellington, Forrest Hartmann, Beth Pershe, Pamela Roland, Lacy Steffes (5:46pm), Phillip Zolper, Michelle Yates-Wickus (5:53pm), Tony Kujawa, Bekah Stelling

Others Present: Jessica Bergin Emily Truman, Pat Cannon, Carey Kipp

- I. Call to order (5:30)
 - A. Note compliance with Open Meeting Law
 - B. Roll call
 - C. Approval of the August 20, 2019 Library Board meeting minutes--motion F. Hartmann/second P. Zolper (T. Kujawa abstains), motion passes
 - D. Approval of amended agenda order (Items G and H moved toward the top of the agenda) Motion B. Stelling/second T. Kujawa. Motion passes.
- II. Public Hearings/Appearances
- III. Action items
 - A. (moved from G) Report on results of 9/10/19 Common Council meeting re: building expansion--J. Bergin summary, Pat Cannon, CDA Director presentation (see attached outline, "Library Presentation 9-17-2019")
 - B. (moved from H)--Proposal from potential building expansion project donor--John Ellington/Forrest Hartmann "Motion is hereby made to accept the gift of \$2,500,000 from what at this point is an anonymous donor, conditioned upon the name of the Library being changed from Baraboo Public Library to Carnegie-_____ Memorial Public Library. Said gift is further conditioned upon the consent and approval of the change of name by the City of Baraboo."

Forrest Hartmann makes motion to accept this gift under these conditions/John Ellington second. Discussion including that this is within the guidelines of the "Baraboo Public Library Gift Policy" approved November 19, 2013. Question called T. Kujawa, second P. Zolper. Motion read. Roll Called. J. Ellington- Aye, F. Hartmann- Aye, T. Kujawa-Aye, L. Steffes-Aye, B. Stelling-Aye, B. Persche-No, P. Roland-No, M. Yates-Wickus- Aye, P. Zolper-Aye. Motion passes, proposal will be sent to Baraboo City Council

- C. Discuss patron concerns re: lost item charges. Recommendation from Library Director, no action recommended P. Roland makes the motion for no action, second T. Kujawa, motion passes
- D. Discuss proposal to change library open hours, Motion to change open hours to: Monday-9-8, Tuesday-9-8, Wednesday 9-8, Thursday 9-8, Friday-9-6, Saturday-9-2, Sunday-closed. T. Kujawa/B. Stelling Second. Discussion including that fact that Jessica has a staffing plan in place and this is a zero

budget impact change. Motion passes. Hours to be changed beginning October 28, 2019.

- E. Proposed Staff In-Service on November 22 (library would be closed) which would include training on new ILS system that will be implemented in December. Motion to approve L. Steffes/T. Kujawa, motion passes.
 - F. Proposed new recording secretary, Pamela Roland. Motion made by L. Steffes/B. Persche second. Discussion. Motion passes (P Roland abstains).
 - G. Information and discussion on library impact fees (informational item).
 - H. Consider Buildings and Grounds Committee recommendation for cleaning contractor. Recommendation by committee to accept the only bid from Dells-Maid Cleaning Solutions 3x weekly/\$300-M,W,F (see attached bid). Motion to accept made by T. Kujawa/second B. Stelling, motion passes.
 - I. Bills: J. Ellington, Examiner J. Ellington moves we pay the bills/B.Pershe second, motion passes.
- IV. Information items
- A. Teen Advisory Board report (no report this month)
 - B. Financial Reports
 - 1. Revenue and donations report (given J. Bergin)
 - 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 Report (provided in material)
 - 2. Youth Services Report (provided by Carey Kipp)
 - 3. Director's Report (none given)
 - D. Statistics
 - E. Friends report (provided by J. Bergin)
 - F. Correspondence (provided by J. Bergin)
- V. Motion to adjourn J. Ellington/P. Zolper second. Meeting adjourned 7:03 pm.