

**BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES SEPTEMBER 18, 2018**

I. Call to order

A. Noted compliance with Open Meeting Law
The meeting was called to order at 5:30 pm

B. Roll Call

Members present: J. Gunnell, F. Hartmann, T. Kujawa, B. Persche, B. Stelling, L. Von Asten, J. Watts

Members absent: J. Ellington, L. Steffes

Others present: J. Bergin, C. Kipp, L. Mueller, S. McNevin, K. Vodak, M. Kohlman

C. Approval of the August 21, 2018 Library Board meeting minutes

Motion to approve the minutes: F. Hartmann

Second: B. Stelling

Vote: Motion passed unanimously

D. Approval of the Agenda

J. Bergin requested adding Discussion of Kickoff meetings with MSA as item F under Action Items.

Motion to approve the Agenda as amended: T. Kujawa

Second: B. Stelling

Vote: Motion passed unanimously

II. Public Hearings/Appearances

A. *Modernized Community Campus* presentation by Dr. Lori Mueller, Sean McNevin, Mike Kohlman, and Kevin Vodak from Baraboo School District

Power point presentation and discussion on the four phases of Baraboo school campus improvements. Phases 1 and 2 complete. Beginning community discussions regarding phase 3, which will include improvements to the middle school and the high school gymnasium. District-wide bulk mail questionnaire will be sent out mid-October to gauge community support for phase 3 with hope of going to referendum in April 2019.

III. Action Items

A. Recommendation from Finance Committee on Preliminary 2019 Budget for discussion and action.

J. Bergin presented the 2019 draft budget. Highlights are as follows:

- General Fund Revenue: New line added for Sauk Co. Technology Funds

- General Fund Expenditures: New Library Page position expenses not included in Wages line; will be added later. New budget line (#329) added for Electronic Materials. Increased expenses noted in Rents & Leases (line #530) due to additional copy machine lease.
- Library Impact Fees: No expenditures planned for 2019
- Library Segregated Fund: Included building improvements of office furniture and bathroom paper dispensers
- Library Building Fund: Fund balance applied for large expenditure Architect Fees for phase 1 design work in 2019
- Friends of the Library Fund: Built cooperatively with Friends President and Treasurer, includes funds for painting outside front entry area, planters and plants

J. Bergin also noted that the City applied a 1% operational increase to the 2019 budget, as well as a 2% cost of living increase for staff.

Motion to approve 2019 Budget: F. Hartmann

Second: L. Von Asten

Vote: Motion passed unanimously

B. Update on Strategic Planning process – progress and timeline

Members of the Strategic Planning committee (J. Bergin, J. Gunnell, B. Persche) reported on current progress. The Committee completed its initial project with meeting with WiLS. Plans are underway for the Community Survey regarding public perception of Library to be completed by beginning of October. Committee is putting into place promotion plans for survey dissemination in the community. F. Hartmann asked about the feasibility of a postcard bulk mailing to direct people to an on-line version. J. Bergin will look into this option. Community Conversations are being planned for the end of October and beginning of November. WiLS facilitated a SWOT analysis with a focus group of library staff.

Motion: No motion needed

C. Public Relations “PR Team” Ad Hoc Committee discussion and possible action

J. Bergin requested the creation of an Ad Hoc Committee to begin working on public relations regarding the library expansion and renovation.

Motion to create Ad Hoc PR Team: L. Von Asten

Second: J. Gunnell

Vote: Motion passed unanimously

D. Security camera policy discussion and possible action

J. Bergin reported that city attorney E. Truman felt that it was not necessary to keep a log to record when security camera footage was viewed. J. Gunnell recommended that a

statement be posted near the cameras that they are not continuously monitored (see section III of policy).

Motion to approve security camera policy as written: T.Kujawa

Second: J. Gunnell

Vote: Motion passed unanimously

E. Bills: F. Hartmann, Examiner

Motion to pay the bills: F. Hartmann

Second: T. Kujawa

Vote: Motion passed unanimously

F. Discussion of Kickoff MSA Meeting

J. Bergin reported that MSA is starting to plan Kick Off sessions, which would include an on-site meeting one day and comparative library tours on the next, with a final “download” meeting to summarize the tours. Discussion about who should attend Kick-Off sessions- B. Stelling recommended that those on the Ad Hoc Committee who evaluated the architect should be the core group to schedule with (B. Stelling and T. Kujawa). The entire board would be encouraged to attend if possible, and perhaps an invitation to key staff or Friends board.

Motion: No motion needed

IV. Information 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.

3. Trust Fund report

The report was reviewed.

C. Staff Reports

1. Adult Services Report

The report was reviewed. Highlights include volunteer RFID tagging training; begin with adult fiction. New copier leased and in place.

2. Youth Services Report

The report was reviewed. Highlight includes wrap-up of successful summer reading programs (READO cards).

3. Director's Report

The report was reviewed. J. Bergin attended kick-off for Sauk County Institute of Leadership. She noted that the Library will have a booth at the Faire on the Square on Oct. 13. Building maintenance items include east building roof, cracked windows on east side and possible carpet cleaning/replacement.

D. Statistics

The library statistics were reviewed.

E. Trustee(s) to attend all staff meeting: B. Persche, L. Steffes, B. Stelling

September 20, 2018, 8:00 am in reading room to present formation of "PR Team" and discuss related public relations ideas with staff.

F. Friends Report

J. Bergin reported that at their last meeting the Friends' board discussed their 2019 budget. They also agreed to fund raffle prizes (Chamber Bucks) for those completing the Community Survey.

G. Correspondence – none.

V. Board Member Comments

VI. Adjourn

Motion to adjourn: B. Stelling

Second: J. Gunnell

Vote: Motion passed unanimously

The meeting adjourned at 7:29 pm.