

Alice Baker Memorial Public Library

820 East Main Street
Eagle, WI 53119
Board of Trustees Agenda
Monday, April 10, 2023

APPROVED MINUTES

The April meeting of the Board of Trustees of the Alice Baker Memorial Library was called to order by President Nancy Wilhelm at 6:30 p.m. Present were: President Nancy Wilhelm and Trustees: T. Burstein, C. Dressel, C. Lauterbach, I. Roberts, P. Symons, D. West, Library Director A. Chase, and Library Staff Member Ash Lee Simons. Board members S. Blue and B. Gunderson were excused. The Pledge of Allegiance was led by N. Wilhelm. Guests were: Village President Richard Spurrell and F.A.B.L.E. President Mary Russell.

I. Roberts made two corrections to the March 13, 2023 minutes:

- I. Roberts and C. Dressel (not A. Chase) conducted a review of the 2022 Eagle Nature Trail account;
- A \$50 donation brings the account to \$6,191.29.

It was moved by T. Burstein and seconded by D. West that the minutes of the March 13, 2023 meeting of the Board be approved as amended. The motion passed by voice vote.

It was moved by D. West to approve the consent agenda (list of checks written, monthly financials report, cardmember detail, cardmember summary, lists of checks to be written and treasurer's report), seconded by T. Burstein. The motion passed by voice vote.

I. Roberts reported on the March agenda topic to possibly move the next Citizen's Bank CD to mature, to the Board's checking account to purchase an I-Bond. She was unable to find a financial professional who could confirm the library is eligible to purchase an I-Bond. She will do additional research to find an answer.

R. Spurrell reported on the Joint Municipal Committee's snow removal policy. He also shared the committee's Community Usage of the Municipal Building Policy, which includes:

- The ability of the library to sponsor events by non-eligible groups if the events benefit the community;
- A form to be filled out by anyone wishing to use the municipal building.

M. Russell reported that a successful book sale was just completed, and another might be conducted in the summer. She would like to resume the weekly coffee hour events, which were suspended during the pandemic, beginning the second Friday in May. Also, a meet-and-greet with Senator Julian Bradley will be held on April 24.

Village Representative's Report—C. Lauterbach reported that the Village Board will meet next week.

Town Representative's Report—D. West reported that Markham Road maintenance from Highway LO to the village line will be voted on next week. Also, there was minimal damage from the recent storms.

MASD Representative's Report—No report; S. Blue was excused.

Allowable Costs Worksheet—It was moved by I. Roberts and seconded by T. Burstein to approve the worksheet. The motion passed by voice vote.

Amended Annual Report—It was moved by C. Lauterbach and seconded by D. West to approve the Annual Report as amended. The motion passed by voice vote.

Circulation Policy Draft—N. Wilhelm reported that a formal circulation policy is required as part of quality assurance. A. Chase drafted the policy, which is in line with those of several other libraries and does not include the Collections Policy. The Circulation Policy will be discussed next month.

RFID Project Update—A. Chase reported that fiction section tagging has been done up to K. Staff is putting books that are part of a series in order and pulling items in poor condition.

Strategic Planning—N. Wilhelm reported that the revised approved copy is final.

Director's Report—A. Chase sent out her report prior to the meeting. She noted that 143 people attended the March Artist's Reception. She attended a Joint Finance Committee listening session with other directors to emphasize the value of libraries. Masks are now optional in the library. A. Simons reported that nature kits will be available next month. Also, our teen volunteers will meet April 17.

Board President Report—N. Wilhelm reported that the Bridges Library System marketing/communication manager has left the position. N. Wilhelm has suggested that the job be filled by someone with a marketing/communications background without the requirement of a master's degree in library science.

Dan West Resolution—N. Wilhelm presented a resolution honoring D. West for his leadership and support of the library as a board member for the past 10 years. It was moved by T. Burstein and seconded by I. Roberts to approve the resolution. The motion passed by voice vote.

Future Agenda Items—Circulation Policy.

Next Regular Board Meeting—May 8, 2023.

It was moved by T. Burstein and seconded by C. Dressel for the meeting to be adjourned. The motion passed by voice vote, and the meeting was adjourned at 7:40 p.m.