

# Alice Baker Memorial Public Library

820 East Main Street  
Eagle, WI 53119  
Board of Trustees Agenda  
Monday, November 11, 2024

## UNAPPROVED MINUTES

1. The November 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.
2. The Pledge of Allegiance was led by N. Wilhelm.

### 3. Roll Call

#### Trustees:

N. Wilhelm – Present  
T. Burstein – Present  
D. Knauer – Present  
I. Roberts – Present  
P. Symons – Present  
R. Spurrell – Present  
J. Kujawa – Excused

#### Also in attendance:

A. Chase, Library Director  
S. Lottes Johanson, Library Staff Member  
M. Russell, F.A.B.L.E. President

4. It was moved by T. Burstein and seconded by P. Symons to approve minutes from the September 9, 2024, board meeting. The motion passed 5-0-1 with I. Roberts abstaining.
5. It was moved by I. Roberts and seconded by R. Spurrell that minutes from the October 14, 2024, board meeting be approved with an amendment to Item 21 – that A. Chase is the only designee with the opportunity to view security camera recordings. Additionally, item 24, future agenda items, were not carried over. The motion passed 5-0-1 with T. Burstein abstaining.
6. It was moved by D. Knauer and seconded by T. Burstein to approve the check detail with the addition that library staff discuss with the vendors the possibility of changing statement timing. The motion passed unanimously.

7. It was moved by R. Spurrell and seconded by D. Knauer to approve the cardmember summary with the correction of two typos. The motion passed unanimously.
8. It was moved by R. Spurrell and seconded by I. Roberts to approve the A/P aging detail with the direction that the 91-day past due account be corrected. The motion passed 5-0-1 with D. Knauer abstaining.
9. It was moved by D. Knauer and seconded by P. Symons to approve the monthly financial report. The motion passed unanimously.
10. It was moved by D. Knauer and seconded by I. Roberts to approve the Monthly Financial Report: Banking with the addition of a line item for the \$50,000 CD at Waukesha State Bank. The motion passed unanimously.
11. It was moved by R. Spurrell and seconded by T. Burstein to approve the treasurer's report. The motion passed unanimously.
12. It was moved by T. Burstein and seconded by D. Knauer to approve the reconciliation report with a correction to a cardmember services issue. The motion passed unanimously.
13. It was moved by T. Burstein and seconded by I. Roberts that the Separately Funded Programs report be approved. The motion passed unanimously.
14. It was moved by D. Knauer and seconded by T. Burstein to approve the request for payment list. The motion passed unanimously.
15. **Village Representative Report**—R. Spurrell reported that the Village Board will meet this week, with a goal of passing the budget.
16. **Town Representative Report**—D. Knauer reported that the Town Board is working on water patrol and snowplow issues, as well as job manuals and job descriptions. In addition, old public works equipment will be for sale in the spring. There was also discussion regarding correspondence from H. Lang, Town Resident, regarding concerns about the weeding of books with historical significance.
17. **MASD Report**—In the absence of J. Kujawa, no report was given.
18. **F.A.B.L.E. Report**—M. Russell reported on the following:
  - An open house commemorating the library's 50<sup>th</sup> anniversary is set from 1:30-2:30 p.m. Saturday, November 16.
  - The October 5 Gold Member reception went well.
  - The November book sale went well, with unsold books donated or recycled.
  - Friday morning coffee events are going well.
  - The November F.A.B.L.E. meeting has been moved to December 4.

**19. Status of Joint Municipal Agreement**—R. Spurrell reported that the agreement is on the upcoming Village Board meeting agenda.

**20. Board vacancies**—N. Wilhelm addressed the board as follows:

I will begin the (Item 20) Board Vacancies discussion with the following comments and ask that they be written into the minutes.

Recently, an Alice Baker Memorial Library Board Member demeaned the Trustees by calling the Board a “social group.” It gave us pause.

We are a Board of *volunteer* individuals. We are an *official* board under state statutes. We are volunteers dedicated to strong leadership. The work and efforts by the Board are in conjunction with the Director and those hours take place *in addition* to the monthly meeting, again on a volunteer basis.

The citizen trustees are frequent users of the Library and understand and appreciate the value the Library brings to both the Village and the Town citizens. We are avid readers and strongly support the Director.

In my ten years of being on the ABML Board of Trustees, here are *a few* of the projects and materials initiated by and with the Director’s input. Once again, hours and hours of work by volunteers! These documents, among other policies and procedures, were approved by ABML Board Members and, when appropriate, The Bridges Library System. All were supported and put into place by the Director:

- ABML Strategic Plan
- ABML Personnel Committee
- ABML Personnel Policy Manual
- ABML Director Goal Setting
- ABML Director Staff Evaluations
- ABML Director Annual Evaluation
- ABML Job Descriptions
- ABML Regularly Scheduled All-Staff Meetings/Training

We operated as an Official Board of Trustees aiding the Director in maintaining the Library’s Standards of Excellence. We are not the definition of a “social group.”

As we near the end of our terms we, the ABML Board, implore the Village President and the Town Chair to select Trustees who are patrons of the Library who understand the value our Library brings to our communities: value for avid readers, of course; valuable resources for home schooling moms and dads and students doing research; value to the elderly and

other patrons who walk to the Library; and value to all the children to learn new things and develop a “world view” through reading!

N. Wilhelm also read two letters of resignation from T. Burstein and P. Symons and offered to extend her term to January to help with the transition.

**21. ABML Nomination Committee**—It was moved by R. Spurrell and seconded by N. Wilhelm that discussion and action be tabled until the January 2025 meeting. The motion was approved unanimously.

**22. 2025 ABML holiday hours**—It was moved by R. Spurrell and seconded by N. Wilhelm to approve the 2025 holiday hours. The motion passed unanimously.

**23. Security camera: Discussion and possible action**—It was reported by A. Chase that the camera can only be viewed after the system IT for the Town of Eagle configures it. It was moved by D. Knauer and seconded by R. Spurrell that the camera will remain non-operational for now, pending further research. The motion passed unanimously.

**24. Restrictions for patron computer use: Discussion and possible action**—Discussion and action were postponed while A. Chase gathers information from other library directors and the system and outside technology consultants regarding their use or non-use of filters.

**25. Director Report**—A. Chase reported on the following:

- In October 2024, 1,240 items were circulated to Town of Eagle residents and 1,104 items to Village of Eagle residents. This is a 10.79-percent increase from October 2023, the third highest increase in the system.
- There were 18 active users taking Udemy video classes in October. Classes are free for anyone with a library card.
- Youth outreach was extended to 247 children at three schools in October. Thirty-five children participated in Eagle Literacy Night.
- The tagging team is halfway through the project, currently working in children’s non-fiction.

**26. Board President Report**—N. Wilhelm reported on the following:

- Popular books in the Lucky Day! Bridges Library System Program may now be reserved online and checked out the same day.
- The System is completing the evaluation of the director and wrapping up the year’s activities.
- The Nature Trail has been granted 501(c)3 status.

**27. Future agenda items:**

- Posting of board positions
- Director job description
- Director evaluation
- Posting /Agenda/meeting packets
- Bylaws

**28.** The next board meeting will be held December 9, 2024.

**29.** It was moved by T. Burstein and seconded by I. Roberts that the meeting be adjourned. The motion passed unanimously, and the meeting was adjourned at 8:57 p.m.