

Alice Baker Memorial Public Library

820 East Main Street
Eagle, WI 53119
Board of Trustees
Monday, August 12, 2024

APPROVED MINUTES

1. The August 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 Trustees: T. Burstein, D. Knauer, J. Kujawa, I. Roberts, R. Spurrell, and P. Symons; Library Director A. Chase, Youth Librarian M. Michalik, and Library Staff Member S. Lottes Johanson.
2. The Pledge of Allegiance was led by N. Wilhelm.
3. D. Knauer was introduced and welcomed as the new Town of Eagle representative to the library board.
4. Minutes from the July 8, 2024 board meeting were postponed until the September meeting because corrections are needed.
5. It was moved by T. Burstein and seconded by I. Roberts to approve the Check Detail. The motion passed unanimously.
6. It was moved by R. Spurrell and seconded by T. Burstein to approve the Cardmember Summary. The motion unanimously.
7. It was moved by T. Burstein and seconded by I. Roberts to approve the A/P Aging Detail. The motion passed unanimously.
8. It was moved by P. Symons and seconded by R. Spurrell to approve the Monthly Financial Report. The motion passed unanimously.
9. **Treasurer's Report**—I. Roberts reported that the board holds CDs and a small checking account at Citizens Bank. CDs are rolled over often to get the best available rates. Action on the Treasurer's Report will be added to the agenda at next month's meeting.
10. **Village Representative's Report**—R. Spurrell reported that budget discussion has started, with a joint budget meeting set for October.
11. **Town Representative's Report**—D. Knauer reported that the board discussed a five-year plan for the building reserve fund. In addition, the board discussed the Town's need for a new fire department ambulance, a new snowplow, new election equipment, and park improvements.

12. MASD Representative's Report—J. Kujawa reported that 1,300 students attended summer school. Fifty teachers are being trained for a new K-5 math program. The school year begins September 3.

13. FABLE Report—P. Symons reported on the following:

- A 50th Anniversary Open House is scheduled from 1-3 p.m. November 16. Thirty Gold Sponsorships have been received, one for \$300. Invitations have been sent to Gold Sponsorship donors for an October 5 afternoon reception.
- A special garden at the library entrance is being planned to honor the library founders.
- The F.A.B.L.E. Teen Library Council Annual Service Project is being held August 17 in cooperation with the Military Order of the Purple Heart.
- Teacher reception/open house will be held September 23.

14. Board Vacancies: Discussion and Action – Before the Village of Eagle appoints two new trustees to the Library Board, the Joint Resolution #1977-1 between the Town of Eagle and Village of Eagle must be updated (see agenda item 16) and the draft will be discussed further at the September meeting. The draft must be sent to DPI for review before being brought before the Town of Eagle and Village of Eagle for final approval.

15. Security Camera: Discussion and Possible Action— A security camera has been installed in the library above the Media Center computer in the library. Following a discussion regarding cameras in libraries, A. Chase stated she is the only person legally who may review the camera footage.

16. Village of Eagle Representative Information – Discussion a. Joint Resolution #1977—R. Spurrell reported that a draft is close to completion.

1b. AML Bylaws— Once the joint resolution has been approved by DPI and then the Town of Eagle and Village of Eagle, bylaws can then be reviewed and updated.

17. Director's Report—A. Chase reported on the following:

- In July 2024, 1,458 items were circulated to Town of Eagle residents and 1,132 to Village of Eagle residents.
- July 2024 showed a 10.39-percent circulation increase from July 2023.
- The tagging team is now working on the Children's Nonfiction section. The library will be closed August 27 for tagging.
- Staff job descriptions have been completed. The director's job description needs to be updated.

Director's Schedule—A. Chase has a personal morning appointment on August 21.

Youth Services Update—M. Michalik reported on the following:

- New programs will be offered in September. There will be Library Lessons programming once a month with homeschoolers in September.
- 55 kids completed the Summer Reading Program.
- 65 participated in the Escape Room event. Another one is planned in October with a Halloween theme.

18. Board President's Report—N. Wilhelm reported on the following:

- The Bridges Library System will present the preliminary budget draft.
- The Nature Trail Photo Contest ends August 31.

19. Future Agenda Items—Approval of July 2024 minutes, 2025 preliminary budget, Treasurer's Report.

20. Next meeting—September 9, 2024.

21. It was moved by T. Burstein and seconded by R. Spurrell that the meeting be adjourned. The motion passed unanimously, and the meeting was adjourned at 8:25 p.m.