

## **Alice Baker Memorial Public Library**

820 East Main Street  
Eagle, WI 53119  
Board of Trustees Agenda  
Monday, October 14, 2024

### **APPROVED MINUTES**

- 1.** The October 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 N. Wilhelm and Trustees: D. Knauer, J. Kujawa, I. Roberts, R. Spurrell, and P. Symons; Library Director A. Chase, Youth Services Librarian M. Michalik, and Library Staff Member S. Lottes Johanson. T. Burstein was excused.
- 2.** The Pledge of Allegiance was led by N. Wilhelm.
- 3.** It was moved by I. Roberts and seconded by P. Symons that minutes from the August 12, 2024 board meeting be approved with a minor wording change. The motion passed unanimously.
- 4.** It was moved by R. Spurrell and seconded by D. Knauer to table minutes from the September 9, 2024 board meeting to the November 11, 2024 meeting. The motion passed unanimously.
- 5.** It was moved by R. Spurrell and seconded by D. Knauer that minutes from the October 8, 2024 special board meeting be approved with an addition noting that N. Wilhelm was present and J. Kujawa was excused. The motion passed 5-1 with J. Kujawa abstaining.
- 6.** It was moved by D. Knauer and seconded by I. Roberts to approve the check detail with further information available at the next board meeting. The motion passed unanimously.
- 7.** It was moved by D. Knauer and seconded by I. Roberts to approve the cardmember summary. The motion passed unanimously.
- 8.** It was moved by I. Roberts and seconded by R. Spurrell to approve the A/P aging detail. The motion passed unanimously.
- 9.** It was moved by P. Symons and seconded by I. Roberts to approve the monthly financial report. The motion passed unanimously.
- 10.** It was moved by I. Roberts and seconded by R. Spurrell to move \$60,000 from a Waukesha State Bank savings account to a seven-month CD. The motion passed unanimously.

- 11.** It was moved by I. Roberts and seconded by P. Symons to approve the treasurer’s report. The motion passed unanimously.
- 12.** The Local Government Investment Program (LGIP) was discussed, but no action taken, with board members agreeing that more research on the program is needed.
- 13. Village Representative Report—**R. Spurrell reported that the Village Board denied annexation of 60 acres of land in the Town of Eagle east of Markham Road.
- 14. Town Representative Report—**D. Knauer reported that budget planning is continuing.
- 15. MASD Report—**J. Kujawa reported on the upcoming \$89.1 million referendum to fund a mix of new construction and renovation of Park View Middle School. An information session is set for October 16.
- 16. F.A.B.L.E. Report—**P. Symons reported that the Gold Certificate sponsor program brought in \$4,000, with a reception honoring participants held October 5. The library’s 50<sup>th</sup> anniversary open house is set for November 16. The election week book sale is November 4-9.
- 17. Joint Municipal Agreement—**R. Spurrell reported there is no timeframe yet for completion of a draft agreement.
- 18. Board vacancies—**Because the board is currently operating under bylaws that call for nine members, N. Wilhelm would like to identify two Village of Eagle residents soon to fill trustee roles. She announced that she will be leaving the board at the end of 2024. Also leaving at the end of 2024 are trustees T. Burstein, I. Roberts and P. Symons.
- 19.** No discussion was held on the Engberg Anderson Architects proposal. It will be moved to the November 11, 2024 meeting.
- 20. FEH Design outdoor library space—**More research is needed to determine whether this type of project would qualify for funding through impact fees.
- 21. Security camera—**It was moved by N. Wilhelm and seconded by I. Roberts to name A. Chase as the only designee to review camera recordings. The motion passed unanimously.
- 22. Director Report—**A. Chase reported on the following:
- 1,123 items were circulated to Town of Eagle residents and 912 items to Village of Eagle residents in September 2024. This is a 5.34 percent decrease from September 2023.
  - The tagging team is currently working on the Children’s Nonfiction area.
  - Outreach has begun to elementary school classes.
  - A. Chase will attend the Wisconsin Library Annual Conference November 5-8.
  - The Gala event was very successful.

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

- The Bridges Library System has completed its budget.
- The Nature Trail photo contest was a success.
- A nominating committee should be formed by November to identify new library board trustees.

**24. Future agenda items:**

- Computer use
- Posting of board meetings
- Library director job description

**25.** The next board meeting will be held November 11, 2024.

**26.** It was moved by D. Knauer and seconded by I. Roberts that the meeting be adjourned. The motion was approved unanimously, and the meeting was adjourned at 8:26 p.m.