

Alice Baker Memorial Public Library

820 East Main Street
Eagle, WI 53119
Board of Trustees Agenda
Monday, September 9, 2024

APPROVED MINUTES

- 1.** The September meeting of the Board of Trustees of the Alice Baker Memorial Library was called to order by Vice President Trish Burstein at 6:30 p.m. Present were Trustees: T. Burstein, D. Knauer, J. Kujawa, R. Spurrell, and P. Symons; Library Director A. Chase, Library Staff Member S. Lottes Johanson and F.A.B.L.E. President Mary Russell. N. Wilhelm and I. Roberts were excused.
- 2.** The Pledge of Allegiance was led by T. Burstein.
- 3.** It was moved by P. Symons and seconded by J. Kujawa that minutes from the July 8, 2024 board meeting be approved. The motion passed on a 3-1-1 vote with R. Spurrell opposed and D. Knauer abstaining.
- 4.** It was moved by R. Spurrell and seconded by D. Knauer that minutes from the August 12, 2024 board meeting be tabled. The motion passed 6 – 0.
- 5.** It was moved by D. Knauer and seconded by P. Symons to approve the Check Detail. The motion passed unanimously.
- 6.** It was moved by R. Spurrell and seconded by D. Knauer to approve the Cardmember Summary. The motion passed unanimously.
- 7.** It was moved by D. Knauer and seconded by P. Symons to approve the A/P Aging Detail. The motion passed unanimously.
- 8.** It was moved by R. Spurrell and seconded by D. Knauer to approve the Monthly Financial Report. The motion passed unanimously.
- 9. Treasurer’s Report**—It was moved by R. Spurrell and seconded by J. Kujawa to approve the Treasurer's Report. The motion passed unanimously.
- 10. Local Government Investment Program (LGIP): Discussion and Action**—In the absence of the board Treasurer, it was moved by R. Spurrell and seconded by D. Knauer to table the discussion. The motion passed 6-0.
- 11. Village Representative’s Report**—R. Spurrell reported that budget discussion is ongoing. A Village Trustee has resigned, so there is a board vacancy.

12. Town Representative's Report—D. Knauer reported that Town issues include:

- Unauthorized fireworks;
- Snowplow replacement;
- Website redesign;
- New Lake Management District President, and
- A concern over the library's collections policy.

13. MASD Representative's Report—J. Kujawa reported that September 3 was the first day for Mukwonago schools. The Professional Learning Committee hosted a speaker, and a grant has been received for behavior-focused curriculum development.

14. F.A.B.L.E. Report—M. Russell reported on the following:

- Friday morning coffee hour events are going well, attracting 10-25 people.
- Gold Certificate sponsors now total 34. Twenty people have responded so far that they will attend the Gold Sponsor reception set for October 5.
- A flash book sale is being planned before the November election sale to raise money to replace the sofa in the Children's section.

15. Board Vacancies: Discussion and Action—Discussion and action were tabled until after Joint Resolution #1977 is in place.

16. 2025 Budget Draft: Discussion—Board members discussed the draft budget. Among the topics addressed:

- Revenue from the Village and Town of Eagle;
- Reserve funds and grants;
- Payroll procedures to meet standard library operating hours.

17. Engberg Anderson Architects: Discussion and Possible Action—No discussion or action.

18. FEH Design Outdoor Library Space: Discussion and Possible Action—No discussion or action.

19. Security Camera: Discussion and Possible Action—No discussion or action.

20. Village of Eagle Representative Information – Discussion a. Joint Resolution #1977 – 1b. ABML By-Laws 21—No discussion or action.

21. Director Report a. Monthly Statistics b. Technology—A. Chase reported on the following:

- In August 2024, 1,408 items were circulated to Town of Eagle residents and 1,010 to Village of Eagle residents.
- August 2024 showed a 3.94-percent circulation increase from August 2023.
- The tagging team is working on the Children's Nonfiction area.

- Library staff is planning a social event called “Golden Gala” to celebrate the library’s 50th anniversary. It will be held October 12 at Broadlands Golf Club. Proceeds will go toward library improvements.

c. Youth Services Update—A. Chase reported on the following:

- Eighty-one children and four teens completed the Summer Reading Program;
- The Summer Reading Program final party attracted 40 attendees;
- Fifteen children participated in Monday Storytime in August, and,
- Sixty-five youth took part in the August Escape Room program.

d. Upcoming Programming—These include:

- Flu vaccines October 1
- Book sales November 4-9
- Caroline Ingalls “Mittens on the Tree” December 6

e. Director Schedule—A. Chase will take a vacation day October 9.

22. Board President’s Report—No report was given in the absence of the Board President.

23. Future Agenda Items—These include:

- Engberg Anderson Architects
- FEH Design Outdoor Library Space
- Security Camera
- Village of Eagle Representative Information (Joint Resolution #1977; ABML Bylaws
- Director Job Description

24. Next meeting—October 14, 2024.

25. It was moved by P. Symons and seconded by J. Kujawa that the meeting be adjourned. The motion passed unanimously, and the meeting was adjourned at 8:45 p.m.