

ALICE BAKER MEMORIAL LIBRARY BOARD MEETING MINUTES

Approved

Call to Order: R. Spurrell called the meeting to order at 6:30 pm on January 13, 2025.

Roll Call: M. Rice, M. Faretta, S. Kalnes, J. Kujawa, D. Knauer, H. Lang and R. Spurrell were all present. Also present was Library Director A. Chase, library staff S. Lottes Johanson and Youth Services Librarian M. Michalik

Pledge of Allegiance: Pledge of Allegiance was led by R. Spurrell.

Announcement for possible closed session per WI State Statute §19.85(1)(c) for an evaluation of the Library Director and discussion regarding compensation for the Library Director: R. Spurrell made an announcement for possible closed session per WI State Statute §19.85(1)(c) for an evaluation of the Library Director and discussion regarding compensation for the Library Director.

Review/Approval of meeting minutes from November 11, 2024 and December 19, 2024: Motion by H. Lang to approve November 11, 2024 and December 19, 2024 minutes. Motion seconded by M. Faretta. M. Rice requested the minutes be approved separately because he will be abstaining from the meeting he wasn't present at. D. Knauer stated for November 11th, she abstained on item 6; and under item 12 it should state the card member payments needed to be clarified. Motion by H. Lang restated to approve November 11, 2024 minutes as corrected. Motion seconded by M. Faretta. Motion carried 5 – 0 – 2 with J. Kujawa and M. Rice abstaining. Motion by H. Lang to approve December 19, 2024 minutes as presented. Motion seconded by M. Rice. Motion carried unanimously (7 – 0).

Review/Approval of the Library accounts payable: Clarification for Royal Publishing, Junior Library Guild, and WT Cox Information Services payments was given. A. Chase stated the Allbridge payment should be \$360 instead of \$4,320. Motion by M. Rice to approve the accounts payable as amended. Motion seconded by D. Knauer. Motion carried unanimously (7 – 0).

Review/Approval of the Library Financial Report: H. Lang noted the balance sheet should show the \$50,000 as a beginning balance, not as a deposit any more. D. Knauer asked about the surplus funds from 2024's budget. A. Chase stated they will be transferred into the reserve savings. Motion by M. Rice to remove the "Monthly Financial Report: Separately Funded Programs (Netting)" from the financial reports. Motion seconded by H. Lang. Motion carried unanimously (7 – 0). Motion by H. Lang to approve the library financial reports, with a memo added to check details future reports. Motion seconded by M. Rice. Motion carried unanimously (7 – 0).

Review/Approval of the Library Board Treasurer Report: Motion by R. Spurrell to table the board's treasurer report. Motion seconded by M. Faretta. Motion carried unanimously (7 – 0).

Discussion/Action regarding establishing appointed Library Board Trustees' terms: Motion by R. Spurrell to accept trustee terms as R. Spurrell and D. Knauer as 1 year terms ending May 31, 2026; M. Rice and H. Lang as 2 year terms ending May 31, 2027 and S. Kalnes and M. Faretta as 3 year terms ending May 31, 2028. Motion seconded by M. Rice. Motion carried unanimously (7 – 0).

Discussion/Action regarding electing Library Board Officers: Motion by M. Faretta to elect R. Spurrell as President, D. Knauer as Vice-President, H. Lang as Secretary and M. Rice as Treasurer. Motion seconded by D. Knauer. Motion carried unanimously (7 – 0).

Discussion/Action regarding establishing authorized signers of bank accounts: Motion by R. Spurrell to authorize A. Chase and M. Christian for the library funds' accounts and M. Rice and R. Spurrell for the library board funds' accounts. Motion seconded by H. Lang. Motion carried unanimously (7 – 0).

Discussion/Action regarding board agendas, agenda items and posting of the agenda: Motion by R. Spurrell to have requests for agenda items go out two weeks prior to the meeting, and approved agendas are posted the Wednesday prior to the meeting at the library outside door, the Town of Eagle outside door, the Village of Eagle outside door, the Citizen's bank billboard, the Post Office billboard and the library's website. Motion seconded by M. Faretta. Motion carried unanimously (7 – 0).

Discussion/Action regarding board packets: Motion by R. Spurrell to have board packets sent out to the trustees the Wednesday prior to the meeting. Motion seconded by H. Lang. Motion carried unanimously (7 – 0).

Reports:

Village of Eagle: R. Spurrell reported all seats are filled for the upcoming election that there isn't any open positions.

Town of Eagle: D. Knauer reported the Town Chairperson had a meeting with county and several other municipalities regarding library standards and who sets them. The Town Board is reviewing all job descriptions, for employees and appointed positions as well; working on codifying the town's ordinances, there are people going door to door about solar panels that do not have required permits and there is a proposed subdivision that is a highly discussed topic at the town board meetings.

MASD: J. Kujawa stated Mukwonago passed the referendum, and the state report card was released. All Mukwonago schools increased their ratings and the district as a whole is in the top 10% of the state.

FABLE: M. Russell stated coffee hours are going great. The open house wasn't well attended. Officer elections are coming up for FABLE.

Youth Services: M. Michalik stated Prairie View, St. Bruno's and Country Kids have been added to the youth outreach. The youth books have been weeded through and new books are ordered to restock the circulation; for the first time youth circulation has exceeded the adult circulation. A homeschooler group has also been started for a monthly event. Find an Elf was December's event and 32 kids found the elf.

Library Director: A. Chase handed out a report with all the circulation numbers, she also stated circulation for December 2024 was up 14% from the prior year. For the 2024 year, there was 2.4% increase in circulation over the prior year. She stated staff is still working on tagging and she is looking into the possibility of a self-checkout station. Two computers are being replaced. The annual reporting for Bridges is being worked on by the Director as well.

Discussion regarding future agenda items: During discussion, items presented for future agendas were expansion of the library, policy for paying of bills in advance of board meeting, review of by-laws, and review of library policies.

Motion for closed session per WI State Statute §19.85(1)(c) for an evaluation of the Library Director and discussion regarding compensation for the Library Director: Motion by M. Rice to go into closed session per WI State Statute §19.85(1)(c) for an evaluation of the Library Director and discussion regarding compensation for the Library Director. Motion seconded by M. Faretta.

Roll Call Vote: M. Rice - yes, M. Faretta - yes, S. Kalnes - yes, J. Kujawa - yes, D. Knauer - yes, H. Lang – yes, R. Spurrell – yes. Motion carried unanimously (7 – 0).

Closed Session: Closed session at 8:28 pm.

Motion to reconvene into Open Session: Motion by M. Rice to reconvene into open session. Motion seconded by M. Faretta. Motion carried unanimously (7 – 0).

Open Session: Open session at 9:08 pm.

Discussion/Action regarding compensation for the Library Director: Motion by D. Knauer to give the Library Director a 2% raise effective January 1, 2025. Motion seconded by J. Kujawa. Motion carried unanimously (7 – 0).

Adjournment: Motion by H. Lang to adjourn. Motion seconded by M. Faretta. Motion carried unanimously (7 – 0). R. Spurrell adjourned the meeting at 9:09 pm.