

ALICE BAKER MEMORIAL LIBRARY BOARD MEETING MINUTES

APPROVED

Call to Order: R. Spurrell called the meeting to order at 6:30pm on February 10, 2025.

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

Pledge of Allegiance: R. Spurrell led the Pledge of Allegiance.

Public Comment: No public comment.

Review/Approval of meeting minutes from January 13, 2025: D. Knauer pointed out several typos. HL commented that M. Rice had asked last time for clarification on the Reconciliation Report, not the Check Detail; M. Rice confirmed that the minutes were correct as written and he had requested a line item on the Check Detail. Motion by H. Lang to approve minutes with typo changes. Second by D. Knauer. Motion carried unanimously (7-0).

Review/Approval of Library Accounts Payable: D. Knauer had questions about magazine ordering and the RFP sheet. M. Faretta asked to add detailed description of handwritten RFP to A/P so we don't need to look at an extra document. A. Chase reported the bar codes have already been approved and will be paid soon. Motion by M. Rice to approve Library Accounts Payable. Second by J. Kujawa. Motion carried unanimously (7-0).

Review/Approval of Library Financial Report: H. Lang asked why Ricoh double charged for January. R. Spurrell asked about the change in Check Detail report format. Check #3321 appears to be missing and does not show up on the check detail. Discussed why certain items are not on the Check Detail report, causing a discrepancy between the A/P Aging Detail and the Check Detail reports. Discussed why the Waukesha State Bank Savings Deposits amount is \$600 less than the Monthly Financial Report from January. M. Faretta mentioned the month-to-month difference in bills for recurring costs such as the telephone bill. Discussed amounts of money to leave in the checking account at the end of the year. Motion by H. Lang to approve Library Financial Report with clarification on discrepancy between the A/P Aging Detail and Check Report and finding out what happened to Check #3321. Second by D. Knauer. Motion carried unanimously (7-0).

Motion by M. Faretta to remove handwritten Request for Payment from Board packet with addition of the information to A/P Aging Detail, while keeping RFP in house for review if needed. Second by D. Knauer. Motion carried unanimously (7-0).

Review/Approval of Library Board Treasurer's Report: A. Chase reported library staff member S. Lottes Johanson compiled the 2024 year-end Treasurer's Report and the January, 2025 Treasurer's Report. M. Rice, Treasurer, will take over writing these reports from now on. Discussion centered around difference between Library Board funds, held at Citizen's Bank and

under the Library Treasurer, and Library funds, held at Waukesha State Bank and under the Town of Eagle as the Library's fiscal agent. It was clarified that R. Spurrell and M. Rice have not been approved by the Library Board to be signers on the Library's funds, which are separate from the Library Board's funds. Motion by H. Lang to approve Treasurer's Report for January, 2025. Second by M. Faretta. Motion carried unanimously (7-0).

Review/Approval of Year End Treasurer Report for 2024: D. Knauer asked about difference noted on Treasurer's Report between difference in amount from November, 2024, to December, 2024. Motion by D. Knauer to approve Treasurer's Year-End Report from 2024. Second by H. Lang. Motion carried unanimously (7-0).

Review/Approval of Annual Report for 2024: M. Faretta asked about Library Operating Revenue and staff payments. D. Knauer asked for clarification of what Staff Only Hours means. H. Lang asked if computer access listed is counted by hours or people. D. Knauer noted that page 2. III. (3)(f) calculates (a) through (d) but does not include (e). J. Kujawa noted a typo in M. Faretta's address. Further discussion surrounded funds held by Library Board vs. Library in the Town as fiscal agent, wireless internet, current Board Members and reporting to the DLT, computation by Bridges of auto-populated statistics, Bridges circulation and state statute requirements being met with 7-11 Board members. A. Chase reports Karol Kennedy, Director of Bridges, will be present at the March 10, 2025 Board meeting and can explain some details. Motion by H. Lang to approve Rich to be able to sign 2024 Annual Report if there is clarification on 1) hours the library has staff, 2) children's electronic materials are included in final report, and 3) funds are updated to exclude funds not held by Library Board. Second by D. Knauer. Motion carried unanimously (7-0).

Discussion/Action on 2024 Library Audit: A. Chase reports the Library has never had a full audit; however, citizens have sometimes requested to look at the books and they never had a recommendation. R. Spurrell noted that we need clarification on who is supposed to do the accounting; if the Town of Eagle is the fiscal agent, they possibly should be doing the accounting and presenting the documentation to the Library Board. We need clarification of who is the fiscal agent. The accounting process will be added to next month's agenda.

Discussion/Action regarding establishment of a policy on Library recurring costs: A. Chase reviewed Chapter 43.58(2)(b) showing the Library can make purchases of recurring costs without specific Board approval. R. Spurrell and M. Faretta commented that we need to specify in writing what those recurring costs are. Motion by R. Spurrell to table for further preparation. Second by M. Faretta. Motion carried unanimously (7-0).

Discussion/Action regarding draft job description for Library Director: R. Spurrell and D. Knauer pointed out two typos. Motion by H. Lang to table until the April, 2025 meeting. Second by D. Knauer. Motion carried unanimously (7-0).

Discussion/Action on Village of Eagle Impact Fees/Reserve Funds: R. Spurrell mentioned that the Impact Fees will start going back to homeowners. Discussed possible ways to utilize

this money; it needs to be used for expansion, not remodeling. Motion by R. Spurrell to table until March. Second by M. Faretta. Motion carried unanimously (7-0).

Discussion/Action on modifying existing computer system to record data the way the new joint municipal agreement states: Clarification by D. Knauer and R. Spurrell that this means active cardholder vs. items circulated. A. Chase reports she does not know how she could keep track of that data. Discussion centered around getting Bridges' data for cardholders. Motion by M. Faretta to table until March, when we can ask Karol Kennedy about Bridges' data. Second by H. Lang. Motion carried unanimously (7-0).

Discussion on how proposed RFID self-scanner will interact with data gathering and statistics collection: A. Chase explained she has not even contacted the company yet so is unsure of this process. D. Knauer asked to add this discussion to the March agenda.

Reports:

a. Village of Eagle: R. Spurrell stated no report as their Board has not yet met for the month.

b. Town of Eagle: D. Knauer reported planning and zoning discussion and resident dissension around a proposed development in the Town; Town Board discussion involved revenue and expenses being at 88%, short-term rentals, annexation concerns, and supporting local farmers.

c. MASD: J. Kujawa reported 3 Board seats are up for election in April, MASD started screening preschoolers for the year, and the middle school expansion is still in the planning stage.

d. FABLE: M. Russell reported a poor turnout last meeting due to weather; membership and Pie Day announcements will be going out; N. Wilhelm invited previous and current Trustees to a Coffee Hour in February; and a group of young ladies played traditional Christmas carols at a Coffee Hour in December.

e. Youth Services: M. Michalik reported 181 children were reached in January. Outreaches included Mini golf, tween and homeschool programs, a tea party coming up this Saturday and Nerf games at the end of the month. Reports the Library has low storage space for Mini golf supplies; considering storing it at the Burlington library.

f. Library Director: A. Chase reported ABML had the highest circulation of any of the Bridges libraries in January, up 23.91% from 2024. She reviewed the usage of materials, e-materials, and programming in January. The tagging team is working on Picture Books. A. Chase worked with A-Team of Mukwonago to take Sentinel One security off of computers and install Acronis Cyber Protect on nine computers and a laptop. She will do staff evaluations in February, 2025. She completed 109 continuing education hours and will need to recertify as a Grade 1 Wisconsin director by October 31, 2025.

Trustee Training: A. Chase stated she would like the Board members to review DPI's Trustee Handbook, chapters 1 and 2.

Discussion Regarding Future Agenda Items: No further discussion.

Adjournment: Motion by M. Faretta to adjourn. Second by S. Kalnes. Motion carried unanimously (7-0). Adjourned at 8:42pm.