

ALICE BAKER MEMORIAL LIBRARY BOARD MEETING MINUTES

Approved

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

Roll Call: M. Rice, S. Kalnes, R. Spurrell, M. Faretta, D. Knauer, and H. Lang were present. J. Kujawa was excused. 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, Bridges Director K. Kennedy, and several residents.

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

Public Comment: No public comment. A. Chase introduced Bridges Director K. Kennedy.

Review/Approval of meeting minutes from February 10, 2025: R. Spurrell pointed out a typo to change from initials to full name spelling. Motion by M. Rice to approve minutes with name change. Second by D. Knauer. Motion carried unanimously (6-0).

Review/Approval of Library Accounts Payable: M. Rice asked for clarification on Prairie Lakes library computers. H. Lang asked to add number of computers to a future agenda; A. Chase stated the number of computers we have needs to meet the Act 150 Waukesha County standard. D. Knauer asked about the date column and A-Team. Motion by H. Lang to approve Library Accounts Payable. Second by D. Knauer. Motion passed unanimously (6-0).

Review/Approval of Library Financial Report: H. Lang asked why Check #3333 was listed both on last month and this month's check detail. M. Rice asked about WT-Cox. D. Knauer followed up on Check #3321 from last month; S. Johansen clarified that check was for the credit card payment. R. Spurrell asked why some bill payments do not have a bill attached to them on the Check Detail. Discussed the accounting process and journal entries. D. Knauer asked about "Passive In-Library Program" phrase. Motion by H. Lang to approve Library Financial report with adjustments on Check Detail and research to make reports line up more accurately. Second by M. Rice. Motion passed unanimously (6-0).

Review/Approval of Library Board Treasurer's Report: M. Rice reported the interest carried over into March on this report; for future reference he will only calculate the interest for the full month so there are no discrepancies. There is a CD maturing in June which will be a future agenda item. Motion by D. Knauer to approve Library Board Treasurer's Report. Second by M. Faretta. Motion passed unanimously (6-0).

Discussion/Action on Policy for Recurring Costs: R. Spurrell noted he has not yet met with A. Chase but will plan to do that soon. A. Chase has drafted some fiscal documents

which will be the start of this policy. Motion by R. Spurrell to table until next month. Second by M. Rice. Further comment by D. Knauer noted Brightspeed and WE Energies (utilities) were the only things she noted that were paid that were not on the A/P. Motion carried unanimously (6-0).

Discussion/Action on status of Town's Fiscal Agent and accounting process: R.

Spurrell noted that by state statute the fiscal agent should be doing the Library's accounting. He asked Bridges Director K. Kennedy if this is true. She stated Libraries do not usually do the accounting, and in keeping with state statute ABML is currently not functioning properly, since the Library Director and staff are doing all the accounting. Conversation centered around moving the accounting back to the Town. D. Knauer noted some discussion from the last Town Board meeting about the Library audit; the Library can request an audit from the Town, and the Library should pay for it. Motion by R. Spurrell to present accounting process to Town Board to move Library accounting to the Town. Second by D. Knauer. Motion passed unanimously (6-0).

Discussion regarding ABML, Bridges, and Waukesha County's roles and responsibilities regarding the operation of ABML: R.

Spurrell opened the floor to K. Kennedy. She gave a presentation explaining Bridges' role in the Library; they are primarily a management organization funded by state aid and do not have standards of their own, though they uphold Waukesha County's Act 150 standards. Various questions by Board members involved funding, what materials are included on the annual report, LSER, and Waukesha County Standards, specifically FTEs.

Discussion/Action on collecting Bridges' data on active cardholders vs. direct circulation, including Karol Kennedy: M.

Rice asked if there is a way Bridges can tell how many cardholders are "active". Without having a specific definition, K. Kennedy stated they cannot keep track of activity in order to protect patrons' privacy. Cards expire every 18 months, so it is possible to keep track of how many card holders are present within that 18 month period.

Discussion/Action on how proposed RFID scanner will interact with data gathering and statistics collection, including Karol Kennedy: A.

Chase reports she has not contacted the self-check scanner company yet for estimates. K. Kennedy explained that RFID scanners will interact with the system in the same way as the regular computers do. She had not heard of doing a trial run for two weeks, but the scanner would not connect to the system in that time. The estimated cost for a desktop RFID scanner is around \$5,000 plus annual fees, depending on the type of scanner.

H. Lang asked about documents to read for trustee learning. K. Kennedy suggested the DPI Trustee Handbook and the DPI Administrative Essentials. She also suggested the annual August Trustee Training Week.

Discussion/Action regarding Village of Eagle Impact Fees/Reserve Funds: R. Spurrell noted A. Chase is working on getting construction costs. We cannot move forward with anything yet until the cost is understood. Motion by R. Spurrell to table until April. Second by M. Faretta. Motion passed unanimously (6-0).

Reports:

a. Village of Eagle: no report as the Board has not met for the month. No big news from last month.

b. Town of Eagle: D. Knauer reported discussion on job descriptions, income 42% to expenses 12%, library audit, and KMFD grant for fire engine radios.

c. MASD: No report as J. Kujawa was excused.

d. FABLE: M. Russell reported on the trustee reception, book sale coming up over the election, more mothers and children in the library, and the building committee forming a founders' garden which will be outside the main Library entrance.

e. Youth Services: M. Michalik reported on various groups reached last month, Kid's Choice (4th-6th graders) books being read and added to the library, and Beth from Bridges coming today to teach her about cataloging.

f. Director: A. Chase reported ABML had the highest percentage increase of any of the system libraries in both January and February. R. Spurrell asked K. Kennedy to clarify the numbers discrepancy in the Director's report (coming from Bridges) between the month to month report and the YTD report; K. Kennedy will look into that and get back to us. A. Chase reports an author reception coming up with cheese tasting.

g. Karol Kennedy Bridges: Reports she will be retiring in June; they are actively looking for her replacement. A new Services Coordinator will be starting in April. They are working on refreshing the catalog, finishing annual reports, and planning for the 2026 Budget preparations.

Future Agenda Items: H. Lang asked for the book choice process to be added to next month's agenda.

Adjournment: Motion by M. Faretta to adjourn. Second by S. Kalnes. Motion carried unanimously (6-0). Meeting adjourned at 8:39pm.