

## ALICE BAKER MEMORIAL LIBRARY BOARD MEETING MINUTES

Approved

**Call to Order:** R. Spurrell called the meeting to order at 6:31pm on April 14, 2025.

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

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

**Public Comment:** No public comment.

**Review/Approval of meeting minutes from March 10, 2025:** R. Spurrell pointed out a typo. Motion by D. Knauer to approve minutes with typo change. Second by M. Rice. Motion carried (6-0-1) with J. Kujawa abstaining.

**Review/Approval of Library Accounts Payable:** H. Lang asked about Quick Books “per capita”. D. Knauer stated the Board had requested a description memo on the A/P Aging for RFP. D. Knauer asked about the Milwaukee County Historical Society presentation; she asked if the Director selects all programs, or if the Board has any input. A. Chase stated that she as Director has always selected the programs apart from the Board. M. Faretta asked if the Board can be told programming costs ahead of time. A. Chase stated that the current programs are posted on the website through June but are not available after that. The budget for programming is about \$1,500, and A. Chase stated she usually stays within that plus grant money or donations. Motion by H. Lang to approve Library Accounts Payable. Second by M. Rice. Motion passed unanimously (7-0).

**Review/Approval of Library Financial Report:** H. Lang asked why we need both bar codes and RFID tags. D. Knauer asked about April circulation drawings on Cardmember Service. The Board discussed why there are late payments for Ricoh between monthly meetings and requested that the bookkeeper ask Ricoh to change the billing cycle to avoid this late fee. Bookkeeper S. Johansen reported we are still waiting on Ricoh’s refund for overpaying in January. H. Lang asked if we could remove the \$55 monthly Outside Consultation charge from Quick Books once the accounting moves to the Town. D. Knauer asked why two checks have not cleared for two months. Discussed accrual vs. cash accounting and difference between Withdrawals and Expenses on the Banking and Numbers reports. Motion by D. Knauer to approve financial reports. Second by M. Faretta. Motion passed unanimously (7-0).

**Review/Approval of Library Board Treasurer’s Report:** D. Knauer asked when interest is added to CDs. Discussed Board funds vs. Library funds. Motion by D. Knauer to approve Library Board Treasurer’s Report. Second by H. Lang. Motion passed unanimously (7-0).

**Discussion/Action on Citizens Bank CD maturing 6/2/25:** A. Chase stated this money was given specifically for building expansion; however, she does not have written documentation of this. The Board discussed how even if it is utilized for library expansion, we do not have a plan or use for it yet. Motion by D. Knauer to reinvest the money into a 7-month CD at Citizens Bank with a 4.17% interest rate as presented by M. Rice. Second by M. Faretta. Motion passed unanimously (7-0).

**Discussion/Action on Waukesha State Bank CD maturing 5/15/25:** The Board discussed possibilities

for reinvestment. Motion by H. Lang to roll full amount of maturing CD, including interest, into an 18-month CD at 4.3% as presented by M. Rice. Second by M. Faretta. Motion passed unanimously (7-0).

**Discussion/Action on Allowable Costs Worksheet:** A. Chase presented the Allowable Costs Worksheet to give to Bridges for the county. Motion by D. Knauer to allow R. Spurrell and A. Chase to sign and send it to Bridges. Second by M. Rice. Motion passed unanimously (7-0).

**Discussion/Action on Village of Eagle Impact Fees:** A. Chase got a quote from a general contractor for \$300 per square foot. With the available amount of money, the contractor proposed storage space or an outdoor project. A. Chase also researched an FEH mixed-use library project with housing or shops above the library. H. Lang requested the Board President maintain parliamentary procedure and only allow Board members and those permitted by the President to speak to her concern. She expressed concern that we are rushing into an expansion without a step-by-step plan to serve the taxpayers, and proposed letting this year's money go back to the Villagers while the Board starts developing such plan. R. Spurrell stated that he started this conversation a year ago when the money was starting to expire. It will take a long time to develop a well-thought-out plan, and money will end up going back to the taxpayers even if we start planning now. R. Spurrell also stated A. Chase should ensure we are not incurring any charges from contractors by gathering quotes. No action was taken.

**Discussion/Action on status of Town's Fiscal Agent and Accounting Process:** D. Knauer gave a presentation from her meeting with S. Johansen and the Town Clerk, M. Christian. Discussed how to smoothly transition the bookkeeping process to the Town. Once switched, Library staff will bring invoices weekly to the Town. The Board recommended laser checks over paper checks for library purposes due to reduced labor cost. They also discussed whether the Board needs to review the full Chart of Accounts, or if that is too much information for the Board; the Board decided that nothing needs to change before the accounting passes to the Town. There was discussion around how to keep designated gifts separate from year to year, such as for art or furniture. D. Knauer will inform M. Christian, Town Clerk, that the Board requests the accounting process be transferred to the Town by June 1, 2025. No action was taken.

**Discussion/Action on Library Recurring Cost Policy:** R. Spurrell noted that this policy is not drafted yet. He will get clarification on which costs are recurring. "Recurring" on the policy will mean within budget, recurring, and apply to a specific list of vendors. M. Faretta noted that if a recurring, regular-cost bill increases, it will need to come back to the Board for approval.

**Discussion on ABML Bylaws:** R. Spurrell requested A. Chase to send the current bylaws (from 2010) to all the Board members. Once the Joint Municipal Agreement comes back from the county and is approved by the municipalities, this Board will rewrite the bylaws in accordance with the new Agreement.

**Discussion/Action on Library Audit:** D. Knauer talked with the Town about the audit. Because neither the Library nor the Town has budgeted for a Library audit this year, the Town will budget money for a 2025 audit performed in 2026. All Trustees agreed that the cost for this will pass through to the Library. D. Knauer requested that S. Johansen produce a Balance Sheet if needed for a cost estimate through the Town's auditor, Lucida. No action was taken.

**Discussion/Action on book choice process:** H. Lang requested written into the minutes that the Board President enforce parliamentary procedure and that only Board members and those specifically allowed by the President be allowed to speak. Per her request, the Board confirmed that the Collection

Development Policy states that the Director has ultimate authority over the selection process, including the Children's section. H. Lang expressed concern that there is a gradual shift happening in the worldview of our library, based on current published works coming in and circulation being the criteria for weeding. The Board discussed such subjects as time requirements to review each title, whether it is appropriate to replace history books with new titles, and the appropriateness of replacing certain topics such as health or travel every few years.

M. Rice expressed concern over why the Alice Baker Library Collection Development Policy allows children to have full access to any library materials (including those with explicit sexual content), even though that policy differs from ALA guidelines. He presented an ALA guideline called "Harmful to Minors" and a Consumer Guide entitled "Children's Internet Protection Act". The Board members expressed differing opinions on whether children should have access to any and all materials in the Library, including those with explicit content, and whether a parent's signature on the minor's library card at the initial registration implies full consent for the child to access any material. H. Lang requested M. Rice to send the documents he referenced to all the Board members. No action was taken.

### **Reports:**

**a. Village of Eagle:** R. Spurrell reported that a parcel of Town land was proposed to be annexed into the Village for development.

**b. Town of Eagle:** D. Knauer reported on income YTD, Library's Fiscal Agent, planning and zoning applications, fire district radios, Lake Management water patrol, job descriptions, insurance, roads radios, spring yard waste event, and FFA plant sale.

**c. MASD:** J. Kujawa reported that the MASD Superintendent received two awards, all incumbents were reelected, and Summer School registrations are open.

**d. FABLE:** No report as no member was present.

**e. Youth Services:** M. Michaelik reported 264 students were reached in March. She had low Lego Club turnout lately but had good results with her Paw-ty, preschool story time, and Find the Leprechaun. The current program is an Easter Egg hunt. Two school high-interest days and a craft fair are coming up.

**f. Director:** A. Chase reported ABML continues to be in the top tier among the Bridges libraries that are positive for checkouts this year. There was good online and physical circulation in March and through the YTD. Federal IMLS grants and funding have been cut, and she is not sure what this will mean for ABML.

**Trustee Essentials #10:** A. Chase recommended all the trustees read Trustee Essentials #10. D. Knauer mentioned the need for the Board to regularly review Library policies; the Trustee Essentials recommend at least every three years. A. Chase stated she currently tries to have the Board review policies every five years. She also stated we do not have an active Strategic Plan; she wrote one for a Bridges Grant and will discuss this further at the next meeting. A. Chase stated she needs to review our Policy Manual and make sure all the policies are current. M. Faretta noted the Trustee Essentials states all policies should be clear, not ambiguous.

**Future Agenda Items:** A. Chase requested the Director Job Description be added to the next agenda. D. Knauer reported she has gotten feedback that this Board does a wonderful job at reviewing financials and policies; however, previous Boards have done better with advocacy for the Library. D. Knauer suggested A. Chase talk with the staff for ideas of how the Board can support them.

**Adjournment:** Motion by M. Faretta to adjourn. Second by J. Kujawa. Motion carried unanimously (7-0). Meeting adjourned at 9:45pm.