

ALICE BAKER MEMORIAL LIBRARY BOARD MEETING MINUTES
Approved

Call to Order: R. Spurrell called the meeting to order at 6:30pm on May 12, 2025.

Roll Call: M. Rice, M. Faretta, R. Spurrell, D. Knauer, and H. Lang were present. J. Kujawa was excused; the seventh seat was vacant as S. Kalnes resigned. Also present were Library Director A. Chase, library staff S. Lottes Johansen, FABLE member M. Russell, and several residents.

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

Announcement of possible closed session pursuant to WI State Statute §19.85(1)(f) for preliminary consideration of specific personnel problems which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to, as related to staff duties/performance and policy adherence: R. Spurrell announced the preceding.

Public Comment: K. Lang stated she is a concerned parent requesting the Board not to expose our children to explicit materials. She requested that the Board immediately move to install filters on the computers, require parental signatures for all minors' library cards, and require specific, written parental permission to allow minors to access explicit items. She reported disagreement with the current method for removing historical books and stated she does not support her tax dollars replacing accurate and firsthand accounts with low accuracy, potentially revisionist history. R. Spurrell noted that the Board cannot take action on anything not published on the agenda.

Review/Approval of meeting minutes from April 14, 2025: R. Spurrell corrected the statement from his Village Report to say the Town's parcel was "being proposed to be" annexed to the Village. H. Lang requested the Board specifically review the book selection process paragraph to ensure an accurate representation of the discussion; no changes were proposed. D. Knauer clarified M. Faretta's comment about bills increasing on the Library recurring cost policy. Motion by M. Rice to approve minutes as amended. Second by D. Knauer. Motion carried unanimously. (5-0).

Review/Approval of Library Accounts Payable: D. Knauer noted Brightspeed is a recurring cost already approved by the Board and should not be on the A/P report. Motion by D. Knauer to approve Library Accounts Payable. Second by H. Lang. Motion passed unanimously (5-0).

Review/Approval of Library Financial Report: D. Knauer asked about check #3384 for the credit card payment; the Board and bookkeeper S. Johansen discussed credit card payment transfer categorization in Quick Books. The Board discussed the accounting process, municipal accounting fees, origin and organization of dollars in the Monthly Financial Report-Numbers, and how the Bridges \$9,603.00 from Reconciliation report fits into the budget Numbers report. M. Faretta asked about the location of \$143.22 expense on the Numbers report; A. Chase stated she will find out the detail for this expense.

J. Kujawa arrived at 7:10pm.

The Board discussed the differences between reports and the difficulty in balancing the many reports and accounts. M. Rice would like the reports to be simplified so the Board does not have to take so long to approve them every month. The Board discussed how to reduce number of reports, formats, and potential for human error. Motion by M. Rice to approve financial reports. Second by D. Knauer.

Motion passed unanimously (6-0).

Review/Approval of Library Board Treasurer's Report: M. Rice stated he will extend the CD that is due on June 2 as approved at the last meeting. D. Knauer requested the Treasurer to remove the typed CD report and simply send the bank statement to the Trustees every month. Motion by D. Knauer to approve Library Board Treasurer's Report and only see the bank statement in future months. Second by H. Lang. Motion passed unanimously (6-0).

Discussion/Action on advocacy for the Library: A. Chase presented Trustee Essentials #13. The Board discussed possible ways to advocate and how they would relate to Alice Baker Memorial Library directly, not just libraries in general. A. Chase will request suggestions from library staff at her next staff meeting and report back next month. No action was taken.

Discussion/Action on Village of Eagle Impact Fees: No action was taken.

Discussion/Action on status of Town's Fiscal Agent and Accounting Process: D. Knauer reported continuing communication with Town Clerk M. Christian, who is preparing library documentation in Quick Books. The process is taking awhile and will not be done by June 1. A new goal was set for July 1, 2025. D. Knauer, S. Johansen, and M. Christian will continue to work on this project. H. Lang proposed using Library reserve funds to perform a 2024 audit this year. No action was taken.

Discussion/Action on Library Recurring Cost Policy/Fiscal Policy: Motion by R. Spurrell to table until next month. Second by M. Faretta. Motion carried (6-0).

Discussion on written policies/policy manual: A. Chase presented the policy manual for the ABML. H. Lang and R. Spurrell requested that all policies be posted to the website. D. Knauer mentioned the WI Public Library Standards, 6th Ed., which contains a list of all policies we could have. Motion by R. Spurrell to post all library policies to the website. Second by H. Lang. Motion carried (6-0).

Discussion/Action on Director Job Description: M. Faretta asked if a Librarian must have a Grade 1 Master's degree. D. Knauer pointed out two changes to be made to match the new accounting process and secretarial process. The Board members pointed out a few typos. M. Rice encouraged A. Chase to rewrite it as relates to her job specifically. A. Chase will do this and bring it back at the next meeting. Motion by R. Spurrell to table until next month. Second by M. Faretta. Motion carried (6-0).

Discussion/Action on collection development: H. Lang reported that she talked with a Bridges staff member and learned the collection development concern from last month is present throughout the Bridges system. To ensure Alice Baker Library is functioning above par and , she proposed that a random sampling of new materials be brought before the Board with written documentation of the selection criteria and how it follows the Collection Development Policy. The Board discussed whether or not the Board can ensure its own policies are being followed or if the Director holds sole authority to enforce the Board's policies. H. Lang will research whether the Library Board can request an audit of the policies they instituted. D. Knauer mentioned that The NY Times Bestsellers list may not be specific to the people of Eagle.

Motion for closed session pursuant to WI State Statute §19.85(1)(f) for preliminary consideration of specific personnel problems which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to, as related to staff duties/performance and policy adherence: R. Spurrell made a motion to table until after the reports.

Second by H. Lang. Motion carried (6-0).

Reports:

a. Village of Eagle: R. Spurrell reported that S. Kalnes resigned. The new Joint Municipal Agreement requires that the vacant seat be filled by a Town resident due to population requirements. The Village has been approached about developing the east side of Markham Road, and there was discussion about what to do with the vacant Methodist church building.

b. Town of Eagle: D. Knauer reported on the new Town Board members, income YTD, elector's meeting including A. Chase's library presentation, a new subdivision, fire department agreement with North Prairie, the lake patrol, Land Use Plan Committee, the Town assessor, and upcoming meetings. D. Knauer expressed surprise at A. Chase's report from the elector's meeting that an average of 74 people daily come into the library.

c. MASD: J. Kujawa reported on the busyness of the end of the year, summer school registration having 1400 children, and plans for the new Middle School that are underway; ground should be broken in the fall.

d. FABLE: M. Russell reported on a successful April book sale, the garden going in hopefully by the end of May, FABLE administering two scholarships (one to MASD, the other to PEASD), a provider coming on May 21 from Roger's Hospital to discuss mental illness, and a Crafter's Fair last weekend.

e. Youth Services: A. Chase provided the report in M. Michaelik's absence. Preschool story time had 26 children, the Homeschool Group had 13, 38 participated in the Easter Egg Hunt, 301 students were reached in April, and Eagle High Interest day had 55 students.

f. Director: A. Chase reported ABML circulations were just barely under statistics from last April. Overall ABML is doing well. There have been good checkout levels of digital materials. The Milwaukee Baseball presentation did not turn out as well as it could have, but the five adults there had a good time. Bridges has approved a \$2,500 grant for Eagle, which she plans to spend for laser and cricut machines. She also has obtained a \$5,000 grant from Bridges to create an active Strategic Plan, due by early 2026, with Bridges paying by December 2025. A. Chase also signed up for "Policy of the Month Club" through DPI.

Trustee Essentials #13: A. Chase recommended all the trustees read Trustee Essentials #13 on Advocacy. No action was taken.

Future Agenda Items: A. Chase requested the Standard Certification, Job Description, and tabled items be added to a future agenda.

Motion for closed session pursuant to WI State Statute §19.85(1)(f) for preliminary consideration of specific personnel problems which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to, as related to staff duties/performance and policy adherence: Motion by H. Lang to go into closed session. Second by D. Knauer.

Roll Call Vote: Motion passed 4-2 to go into closed session.

M. Rice: no

M. Faretta: no

R. Spurrell: yes

J. Kujawa: yes

D. Knauer: yes

H. Lang: yes

Closed Session: The Board went into Closed Session at 9:16pm.

Motion to Reconvene into Open Session: Motion by H. Lang to reconvene into Open Session. Second by M. Faretta. Motion passed (6-0). The Board returned to Open Session at 9:32pm.

Adjournment: Motion by M. Faretta to adjourn. Second by D. Knauer. Motion carried unanimously (6-0). Meeting adjourned at 9:33pm.