

ALICE BAKER MEMORIAL LIBRARY BOARD MEETING MINUTES

Approved

Call to Order: R. Spurrell called the meeting to order at 6:30pm on August 11, 2025.

Roll Call: M. Rice, M. Faretta, R. Spurrell, B. Puza, D. Knauer, and H. Lang were present. The seventh seat was vacant. Also present were Library Director A. Chase, library staff S. Lottes Johansen, and Eagle residents.

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

Public Comment: S. Lottes Johansen presented letters to the Board from Youth Services Librarian M. Michaelik and two Eagle residents, regular Storytime attendees, stating why non-book materials are beneficial in the library.

Review/Approval of meeting minutes from July 14, 2025: Motion by D. Knauer to approve minutes as presented. Second by M. Rice. Motion carried unanimously. (6-0).

Review/Approval of Library Accounts Payable: H. Lang asked about the Carbonite Imaging performed by A-Team. D. Knauer noted the A/P report corresponds to the new Town "Claims" report; there is some matching discrepancy due to startup adjustments showing different dating time frames between the Library's reports and the Town's new reports. Motion by H. Lang to approve Library Accounts Payable. Second by D. Knauer. Motion passed unanimously (6-0).

Review/Approval of Library Financial Report: D. Knauer discussed how the Town Clerk and S. Johansen compared reports to confirm accuracy. S. Johansen will give the CD statement to M. Christian each month, who will include the bank statements, CD statements, and three financial reports with each Board packet. A credit card line item issue will be resolved next month; the Library had already recorded credit card transactions for approval, while the Town Clerk must wait until she gets the statement to submit the credit card transactions to the Board for approval. D. Knauer noted the Budget under the new system will break out Youth and Adult line items. This year the budget will show blanks for previous "actual" income and expenses. A. Chase reports Bridges terminology is changing, so we will have to update the Chart of Accounts terminology to match. The Board agreed that the Town can take over the financial reporting and the Library no longer needs to submit reports to the Board. Motion by M. Faretta to approve Library Financial Report as presented by the Library and the Town. Second by D. Knauer. Motion passed unanimously (6-0).

Review/Approval of Library Board Treasurer's Report: M. Rice noted that the next CD to mature is on January 2, 2026. Motion by D. Knauer to approve Library Board Treasurer's Report. Second by H. Lang. Motion passed unanimously (6-0).

Discussion/Action on designating signers for Town Library bank accounts: Motion by R. Spurrell to add M. Christian, Town Clerk, as an Authorized Signer on all Town owned accounts. Second by M. Faretta. Motion passed unanimously (6-0).

Discussion/Action on advocacy for the Library: A. Chase discussed this with her staff during a staff meeting. They gave suggestions for the Trustees to support the Library such as checking out books, attending programs, and increasing participation in the Library overall.

Discussion/Action on storage of adult and FABLE materials: The Board discussed the full storage room in the staff area of the Library. H. Lang asked how many times book sale books are put out for sale before being removed from the Library; A. Chase stated those books belong to FABLE, not the Library, so she does not know. S. Johansen stated there are typically 25-30 boxes of books put back in the storage room after a book sale. R. Spurrell will ask FABLE president M. Russell to attend the next meeting to discuss this storage.

The Board also asked how often weeding happens in the adult section. Some sections seem to be outdated. A. Chase stated she is frequently weeding; she has not yet gotten to all the sections of books. Many magazines she keeps due to their historic value, such as Landmark magazines published by the WI Historical Society. A. Chase stated she is the primary selector for the adult books and cannot easily delegate this task. The Board suggested that she focus on sections that have not been weeded recently. No action was taken.

Discussion/Action on Town's Fiscal Agent and audit update: D. Knauer reported that M. Christian contacted Lucida to request an updated quote but has not yet gotten a reply. Next month's agenda will include the audit update but will no longer include the Town's Fiscal Agent.

Discussion/Action on Library Fiscal Policy: Motion by H. Lang to table this item until the new Joint Municipal Agreement and Library Bylaws are updated. Second by M. Faretta. Motion carried (6-0).

Discussion on Director Job Description: H. Lang pointed out that we do not need a Grade I certified librarian. Per our census population (verified by the Town and Village clerks), the population of Eagle is 5,595, which requires a Grade II certification per Administrative Code, DPI, Ch. PI 6. R. Spurrell noted that Bridges may have different population standards by which they adjust standards requirements not based on the census. H. Lang will look into Bridges' calculations. H. Lang also noted the new Joint Agreement requires the librarian to hold current certification, not be working towards certification. D. Knauer pointed out several omissions in this draft removed from the previous draft. A. Chase will add some of those things back and provide the next draft for next month's meeting. Motion by R. Spurrell to table until next meeting. Second by H. Lang. Motion carried unanimously (6-0).

Discussion/Action on Computer Use Policy: A. Chase reported A-Team can provide filtering for \$3/computer/month, or Wisnet can provide filters free of charge. A. Chase listed the filter categories provided by Wisnet that she and S. Johansen recommend we install. The Board discussed the definitions, Internet privacy, wording regarding filtering and responsible use, parental permission, severability and superseding clauses, and other wording changes. Motion by R. Spurrell that M. Rice makes changes for next month's meeting. Second by H. Lang. Further discussion by D. Knauer noted that next month's agenda should contain an item to remove the statement on the website's policy page, which states that the library holds to three documents from the ALA. Motion passed unanimously (6-0).

Discussion/Action on Standard Certification: A. Chase stated we met most of the exemption criteria for the year. We do not have an active Strategic Plan nor a current Personnel Policy; she will send a paragraph to Bridges regarding why these are the case. However, these should not affect ABML's ability to exempt from the county tax levy. H. Lang noted that previously she expressed concern over purchasing additional computers when they are used so infrequently; the reply had been that we need a certain number for Standard Certification. However, the Certification table shows we are two computers above our requirement. H. Lang recommended we separate actual requirements from system recommendations. Motion by H. Lang to approve the Board President to sign the Standard

Certification form. Second by D. Knauer. Motion carried unanimously (6-0). R. Spurrell signed the Standard Certification form.

Discussion/Action on Waukesha County Standards: H. Lang noted that per state statute 43.58(4) the Library Board is the one who can determine the number of employees, though the Director hires and supervises them. The Board discussed how we do need to budget for a certain number of FTEs to meet Waukesha County Standards. When the Bylaws are revised the Board will add an annual declaration of the number of employees. No action was taken.

Discussion/Action on Library Open Hours: R. Spurrell expressed concern over why staff is working the library when the doors are not open. He stated that if employees are here, the doors should be open. The Director needs to set required hours; the staff members cannot decide to work outside of open hours. The Board discussed options for having so many employees including extending open hours, which may better serve the community and provide workers the ability to use the Library. A. Chase reported that for security, two staff members are always present while the doors are open. A. Chase will discuss with her staff and see if anyone is available to extend open hours. R. Spurrell again noted that if staff is here, the doors should be open to serve the public who are paying those staff. Motion by H. Lang to table until next month. Second by R. Spurrell. Motion passed unanimously (6-0).

Discussion/Action on Strategic Plan 2025-2028: A. Chase reported she will meet with the planner this week to begin planning. Motion by R. Spurrell to table until A. Chase has a plan ready to present to the Board. Second by M. Faretta. Motion carried unanimously (6-0).

Discussion/Action on parental signature requirements for minors under 18: H. Lang noted that the current Card Application form requires a parent/guardian's information if the child is under 17; this should be under 18. The form is not clear in requiring a parent/guardian's signature for a minor's card. Additionally, the Internet Usage Agreement on the back of the Card Application is not on the website. A. Chase reported she and a staff member rewrote that Agreement and have not yet posted the new one. The Board stated that that is a policy and needs to come before the Board for approval. Motion by H. Lang to table for the Internet Usage Agreement to come before the Board next month. Second by M. Faretta. Motion passed unanimously (6-0).

Discussion/Action on CSLP Inclusion Checklist for Library Programs and Services: The Board discussed how even if ABML does not specifically hold to the ideology presented in this document, the CSLP vendor does, and that inherently will trickle down into the library. A. Chase reported she did not know that checklist was there. R. Spurrell noted we need to know what we get from a vendor if we are using them. A. Chase reported it is not required to use CSLP; we have three options for the Summer Reading Program: CSLP, Illinois I Read, or making up our own. However, Bridges provides access to CSLP. Motion by R. Spurrell to not use CSLP for anything until we have clarification on it. Second by H. Lang. Motion carried unanimously (6-0).

Discussion/Action on collection development and weeding: No action was taken.

Discussion/Action on Library Joint Agreement: H. Lang noted that the Agreement should state the Director hires assistants and employees as deemed necessary "by the Board" in keeping with statute 43.58(4). D. Knauer asked if the Board has "exclusive control" of the expenditure of all moneys, or if that is that the Director's role. She also noted the lengthy 5-year minimum notice for a municipality to withdraw from the Agreement. R. Spurrell will give the new packet to M. Christian, Town Clerk, for the Town Board meeting next week. No action was taken.

Reports:

a. Village of Eagle: R. Spurrell reported the Picnic with Police went very well.

b. Town of Eagle: D. Knauer reported on a special budget amendment meeting, some unexpected income for the Town, holding off on the Wake Enhancement Ordinance, and the attorney providing a presentation at the last Town Board meeting including on the topic of social media.

c. MASD: No report as no representative present.

d. FABLE: No report as no member present.

e. Youth Services: A. Chase reported over 200 children participated in the Summer Reading Program.

f. Director: A. Chase reported ABML is 8% ahead for July. 100 adults participated in the Summer Reading Program.

Discussion Regarding Future Agenda Items: No future agenda items.

Adjournment: Motion by H. Lang to adjourn. Second by M. Faretta. Motion carried unanimously (6-0). Meeting adjourned at 10:01pm.