

ALICE BAKER MEMORIAL LIBRARY BOARD MEETING MINUTES

Approved

Call to Order: R. Spurrell called the meeting to order at 6:30pm on September 8, 2025.

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

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

Public Comment: No public comment.

Review/Approval of meeting minutes from August 11, 2025: Three typos were noted by Board members. Motion by M. Rice to approve minutes with typo changes. Second by M. Faretta. Motion carried unanimously (5-0).

Review/Approval of Library Accounts Payable: R. Spurrell shared a written comment from D. Knauer stating that because the Claims Report is included in the Financial Documents, the A/P should be combined with the Financial Report to approve as a single line item. This will be reflected in the future. H. Lang asked what EFTPS is. Motion by H. Lang to approve Library Accounts Payable/Claims Report. Second by M. Rice. Motion passed unanimously (6-0).

Review/Approval of Library Financial Report: R. Spurrell shared written comments from D. Knauer noting that Mercia added an over/under budget column. Also, QuickBooks items 41115 and 41116 show 100% of budget but \$0 balance moved; this is likely due to amounts being moved in January prior to the new Quickbooks Town system. A. Chase reports she did not overspend the Adult Presenter Grant (item 52114); S. Johansen reported that item was miscategorized, and she will talk to Mercia to clarify categories. The Board reviewed how QuickBooks is supposed to do all the accounting, not just budgeting. Motion by M. Rice to approve Library Financial Report. Second call for a second was made; second by M. Faretta. Motion passed unanimously (5-0). Further comment was made by R. Spurrell asking D. Knauer's written question if Mercia got her name on all Library accounts. A. Chase stated Mercia will need to go into the bank to get on the accounts.

Review/Approval of Library Board Treasurer's Report: Motion by H. Lang to approve Library Board Treasurer's Report. Second by M. Rice. Motion passed unanimously (5-0).

Discussion/Action on audit update: R. Spurrell shared a written comment from D. Knauer stating that Lucida says the Library audit will stand alone the first year, which is why it is so expensive. After that, Lucida will assess whether it can be done with the Town books or whether it needs to be a stand alone entity. If the library signs a three-year contract, that will be binding. No action was taken.

Discussion/Action on Reserve Fund Policy: A. Chase reported it would be better to include this in the Fiscal Policy instead of a stand alone Reserve Fund Policy. R. Spurrell noted that reserve funds can be used for anything; the policy is what determines their use. Designated and Reserve funds are different. H. Lang noted that we should use some of our large Reserve Fund (currently about 50% of the 2025 budget) to be fiscally responsible to the taxpayers. R. Spurrell noted that it is wise to have 20-25% of the budget in reserves; however, the Library's current reserves are far too large. A. Chase stated that some of the reserve funds were designated for building expansion; however, she does not know if there

is written documentation of this.

The Town Board and Village Board Joint Budget meeting will likely be in late October. A. Chase is working on the Library budget and will have it ready for the next meeting. The Board members discussed an anticipated special budget meeting to review any final concerns before submitting it to the Town Board.

Motion by R. Spurrell to table the Reserve Fund Policy to include in the Fiscal Policy. Second by H. Lang. Motion carried unanimously (5-0).

Discussion on Director Job Description: H. Lang stated she did not receive a copy of the draft job description prior to the meeting. Motion by H. Lang to table until next meeting. Second by M. Faretta. Motion carried unanimously (5-0).

Discussion/Action on Library Joint Agreement: R. Spurrell stated that the Joint Municipal Agreement has been approved by both the Town Board and Village Board. The draft that was approved includes verbiage including that the Board and Director work together with monies. H. Lang asked why the Agreement does not state that the Library Director shall hire assistants and employees as deemed necessary "by the Board"; R. Spurrell noted this will be in the bylaws but not the Joint Agreement. No action was taken.

Discussion/Action on Internet and Computer Use Policy: M. Rice summarized the changes made from last month. The Board recommended moving a paragraph, adding a superseding clause, and adding a statement with a date for approval. Next month the Board will discuss what filters to use. A. Chase reported she already implemented no-cost filters through WisNET. H. Lang requested A. Chase to send to the Board by the Wednesday before the next meeting the filter categories from Wis-NET that are available and the categories Alli already installed on the computers. A. Chase stated she will send this out by the Wednesday before the next Board meeting. Motion by R. Spurrell to table until next month for M. Rice to bring a clean copy of the Internet and Computer Use Policy for approval. Second by M. Faretta. Motion carried unanimously (5-0).

Discussion/Action on removal of ALA documents statement on ABML's policy page: A. Chase stated she already removed this statement from the website. She said she had put it up previously and removed it following the last Board meeting. Motion by H. Lang to formalize removing that statement and to not have the statement on the website. Second by M. Faretta. Motion carried unanimously (5-0).

Discussion/Action on Internet Usage Agreement Form: A. Chase noted the staff changed the card application form to require parental/guardian signatures for children under age 18. H. Lang suggested changing the Agreement to require parents to read the Internet and Computer Use Policy if they sign approval for their minor to use the computers. The Board discussed how to confirm whether someone has signed the Internet Usage Agreement Form and read the Computer Usage Policy. A. Chase and S. Johansen stated that the catalog system allows them to see which cardholders have read the policy; however, this does not apply to non-cardholders wishing to use the computers. Motion by H. Lang to table until next month. Second by M. Faretta. Motion carried (5-0).

Discussion/Action on Library Open Hours: A. Chase will plan to have staff working between 8:45am and 6:15pm instead of extending working hours beyond the time doors are open. H. Lang noted that with current standard requirements for 5.0 FTEs and about 40 hours/week open time, there is the equivalent of 4-5 employees in the library at all times. The Board discussed how this should mean the employees would have little problem getting their work done within the open hours. No action was taken.

Discussion/Action on storage of FABLE materials: R. Spurrell asked for clarification from M. Russell about the storage and weeding process for FABLE materials. M. Russell reported FABLE is constantly weeding their book sale materials: recycling those in poor condition, old, or inappropriate, selling as many as they can, and donating those they cannot sell after awhile. M. Russell reported FABLE tries to take book donations simply a week or two prior to a book sale so they do not take too much space. H. Lang asked if there is a cycle timeline for these materials; M. Russell reported they donate if a FABLE member notices a book has gone out several times, but they do not have a specific time frame for clearing out. R. Spurrell commented on space concerns in the library. M. Russell reported FABLE does try to keep books moving. No action was taken.

Reports:

a. Village of Eagle: R. Spurrell reported the Village will discuss the budget at their upcoming meeting.

b. Town of Eagle: R. Spurrell shared D. Knauer's written report including the Town's income and expenses, disbursing their ARPA funds, approving the Joint Agreement, postponing the wake enhancement ordinance, and receiving the resignation of the Rec Department administrator.

c. PEASD: No report as no representative present

d. FABLE: M. Russell reported the teacher's reception is coming up, FABLE is funding gift bags for teachers, and the sign for the new memorial garden is almost ready. The garden is doing very well.

e. Youth Services: A. Chase's packet contained a report.

f. Director: A. Chase reported circulation was very good in August. Libby will replace Hoopla after October 11, 2025; Hoopla was not worth the amount of money it cost. Vega Discovery Layer was implemented today on the catalog website; it is a catalog search engine with new features. A. Chase participated in a Google 360 Photo Shoot, to be paid for by the Library but reimbursed by Bridges. This was not in the budget but Alli said it should be okay because it will be reimbursed. Alli will attend the Library Memory Project and host the Memory Cafe on October 9th.

Discussion Regarding Future Agenda Items: Future agenda items included the budget, bylaws, and hiring someone with field expertise to assist Alli with weeding various sections.

Adjournment: Motion by H. Lang to adjourn. Second by M. Faretta. Motion carried unanimously (5-0). Meeting adjourned at 7:55pm.