

ALICE BAKER MEMORIAL Library BOARD MEETING MINUTES
Approved

Call to Order: D. Knauer called the meeting to order at 6:30pm on October 13, 2025.

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

Pledge of Allegiance: D. Knauer led the Pledge of Allegiance.

Public Comment: No public comment.

Review/Approval of meeting minutes from September 08, 2025: Motion by M. Rice to approve minutes as presented. Second by B. Puza. Motion carried (4-0-1) with D. Knauer abstaining.

Review/Approval of Library Financial Report: D. Knauer asked about Midwest Panel; A. Chase stated this was the photo shoot that will be reimbursed by Bridges. M. Rice noted there is \$100,000 in a savings account with almost no interest. The Board requested A. Chase to look at rates for a 7 month CD for \$40,000. M. Rice asked about the Intuit payroll checks; A. Chase stated payroll is given by automatic withdrawal so no check is written. H. Lang asked about the list of employees with \$0 for payroll; S. Johansen reported the report abnormally broke out the payroll by person, but the full amount is listed earlier in the report and the amount is correct. D. Knauer noted we will eventually have to remove QuickBooks for the Library because the Library should not be doing accounting. S. Johansen reported she continues to do bookkeeping to compare reports; last month she found three discrepancies between the Library's and Town's reports. D. Knauer stated the Town is supposed to be doing all the accounting, and the Library should not be keeping double books. This could lead to confusion if the errors are compared to the Library's report but not the Town's. H. Lang requested S. Johansen to write a report of what the Library needs from continued QuickBooks use, why the library needs to keep that information, and if the Town could do that work. S. Johansen or A. Chase will present this report at the November meeting. Motion by M. Rice to approve the Library Financial Report. Second by M. Faretta.

Further discussion by H. Lang involved asking about a check missing a number and details on the Reconciliation Report. M. Faretta noted there are three deposits on the report that also do not contain detail. A. Chase reported this is because the bookkeeper was out so A. Chase did the reconciling. S. Johansen stated the reconciliation report was provided by the Library, not the Town. D. Knauer repeated that the Library should compare any pertinent documentation to the Town's reports, not the Library's, to avoid confusion. Motion to approve Library Financial Report carried unanimously (5-0).

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

Discussion/Action on adding M. Christian's name to all Library accounts: A. Chase reported M. Christian's name is already on the Savings and Checking accounts; M. Christian must go into the bank to get on the current CD. D. Knauer mentioned M. Christian needs to be on the new CD that A. Chase is investigating. A. Chase will check on CD rates, then discuss with M. Christian about getting on the current and the new CDs. No action was taken.

Discussion/Action on Internet and Computer Use Policy: M. Rice reviewed the updates presented at the last meeting. D. Knauer requested to add a place for the president's signature on the final copy. H. Lang requested that the policy require users to be cardholders; this was a comment from Town Board members and residents. H. Lang proposed checking out a physical hard drive to sign in to the computers, which would increase checkouts as well as provide a protection against criminal activity by requiring identification. Board members discussed whether this would be a restrictive barrier or whether it would prevent nefarious persons from misusing the computers. H. Lang stated that without knowing who used the computer, we cannot assist law enforcement if a person uses the computer for criminal means. M. Faretta stated even if a criminal uses the computer, the Library still is not liable since we require them to read the Internet and Computer Use policy. Additionally, all public should be able to use a public Library, not just those who live in the area and hold Library cards. A. Chase stated people from out of town will occasionally use the computers. M. Rice stated he can use the computer at the Library up north. D. Knauer noted that you can go into any library and read a book; it should be the same with the computers. Motion by M. Rice to approve the policy with the addition of the president's signature. Second by M. Faretta.

Further discussion by H. Lang involved repeating her concern that a paper trail is needed in case a crime should happen. A. Chase stated that the Library does not keep record of who uses the computers, either cardholders or non-cardholders. After the user signs in with his name and municipality of residence, the name is shredded. H. Lang expressed serious concern about this lack of tracking users; she did not advocate tracking material viewed, but rather keeping a list of users. She read from WI Statute 43.30 which does not prohibit tracking but rather regulates the use of identity. A. Chase stated she does not think she is allowed to track, but she will ask the Bridges System Director. M. Faretta stated she is very worried about privacy and the risk of databases being hacked. The Board discussed if it is possible to track users, how long to keep the information, and where to store the data collected. B. Puza noted the policy says no user may use another user's card. A. Chase stated sometimes a couple or family only has one card; however, H. Lang noted the policy says that each user must have his own card to use the computers unless he is using a different form of identification.

Motion to pass the Internet and Computer Use Policy passed (4-1), H. Lang voting nay. D. Knauer and M. Rice noted they are voting aye with the understanding that if identification issues come up, the Board will revisit this policy. A. Chase will get R. Spurrell's signature on the policy, then she will post it.

Discussion/Action on noncardholders using computers: H. Lang noted multiple Town Board members and residents stated they believe that noncardholders should not use the computers. M. Faretta stated the public Library should be able to be used by everyone. M. Rice noted even with a card someone could be deviant; a governing body can't have too many restrictive regulations. D. Knauer stated the board now has two steps implemented to protect children, which is a good start. Checking out a fob with a Library card would increase checkouts, but it would also limit use to cardholders only. H. Lang noted the Library needs to track computer users' identities; what they look at does not need to be tracked, but rather who they are. A. Chase will check the statute regarding tracking users. Motion by M. Rice to table to next month. Second by M. Faretta. Motion carried (5-0).

Discussion/Action on Internet Usage Agreement Form: H. Lang noted last month's draft was supposed to be updated adding a statement that parents must read the Internet and Computer Use Policy before signing for their minor. A. Chase asked if all users need to sign this form before using the computers, or just new cardholders. The Board affirmed every user must have this signed permission form on file at ABML before using the computer. Motion by H. Lang to table for edits until next

meeting. Second by B. Puza. Motion carried (5-0).

Discussion/Action on audit update: D. Knauer reviewed a one-year quote from Lucida for \$16,200 or \$16,475 if the Board wants someone to come present the findings to the Board. The Board discussed benefits of a one-year versus a three-year contract and benefits of a Lucida personnel giving a presentation. Motion by M. Faretta to put \$16,475 into the 2026 budget and table audit discussion/action until next meeting. Second by H. Lang. Motion carried (5-0).

Discussion on Director Job Description: A. Chase stated she has not completed a third draft. Motion by M. Rice to table until next meeting. Second by M. Faretta. Motion carried unanimously (5-0).

Discussion/Action on weeding and collection development: H. Lang requested this to be on the agenda again; now that the Board passed the Internet Policy to protect children from things that are “harmful to children”, we should consider that with books as well. D. Knauer noted that the 2022-2026 Waukesha County Standards materials requirement for 5,500 population is 37,000 items. The current ABML collection size is 42,226. This means we can weed more items. A. Chase reported she weeds near book sale times, because there is no space to put extra materials. H. Lang shared two comments from a resident regarding M. Russell's comments from last month. One was that S. Johansen has a lot of work moving books to and from the ongoing book sale. The other was a concern that when M. Russell stated old books are discarded from the sale, these old books may be the very ones book sellers are looking for due to their high value. H. Lang volunteered to redraft the collection development policy with objective criteria for weeding and adding materials; A. Chase stated she must be the one to write policies, but she will not get to it this month. The Board discussed whether H. Lang could assist with editing the policy that already exists, like M. Rice did with the Internet and Computer Usage Policy. No action was taken.

Discussion/Action on Library Budget 2026: D. Knauer presented a budget she added formulas to from the template provided by A. Chase. The Board asked questions about various line items, which A. Chase answered. Two categories will need to be added to the QuickBooks Chart of Accounts. A couple items need to be recategorized. The Board reduced several expenditures in the budget to match actual Waukesha County Standards requirements. A. Chase reported the Library Improvement income is promised from FABLE, which the Library intends to use for shelving. D. Knauer asked if the Library would benefit from a small storage shed behind the building to store items. D. Knauer suggested the budget should include money to hire someone to help with weeding; A. Chase stated she can't hire someone to help as a Bridges personnel said A. Chase is the most competent person for that. She and M. Michaelik are the only ones who weed. D. Knauer reminded A. Chase that at the last meeting A. Chase stated she is not an expert in all areas. H. Lang requested the budget be tabled for further review of the additional information added from D. Knauer's draft. A. Chase will present the Town and Village portions of the Library budget at the Joint Municipal meeting; since the Library is only requesting the minimum requirements from the county, the Town and Village do not need the completed budget. Motion by H. Lang to table the budget until next month. Second by M. Faretta. Motion carried unanimously (5-0).

Reports:

a. Village of Eagle: No report.

b. Town of Eagle: D. Knauer reported on income, expenses, H. Lang giving Library report to the Town Board, resolution to average the last three years for the Town's portion of the Library budget, the KMF D budget and referendum, GFL discussion, and the Act 150 meeting.

c. PEASD: No report.

d. FABLE: No report.

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

f. Director: A. Chase reported circulation YTD is up 1,500 items from previous years. She also noted that Baker and Taylor will be closing.

Discussion Regarding Future Agenda Items: Future agenda items included a storage shed, budget, computer filters, and tabled items.

Adjournment: Motion by M. Faretta to adjourn. Second by H. Lang. Motion carried unanimously (5-0). Meeting adjourned at 10:09pm.