

ALICE BAKER MEMORIAL LIBRARY BOARD MEETING MINUTES

Approved

Call to Order: R. Spurrell called the meeting to order at 6:30pm on January 12, 2026.

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 Johanson, and FABLE president Mary Russell, and an Eagle resident.

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

Public Comment: No public comment.

Review/Approval of meeting minutes from December 08, 2025: Motion by M. Rice to approve minutes with the addition of a Motion for Reconvening into Open Session. Second by M. Farretta. Motion carried (5-0-1) with D. Knauer abstaining.

Review/Approval of Library Financial Report: Board members had questions on the Cardmember Service report and the Profit and Loss document. D. Knauer requested that #45110 "Other Revenue" be broken down into specifics. R. Spurrell noted that D. Knauer would have to ask M. Christian at the Town for a detailed account for this revenue. D. Knauer noted that #41116 and #56117 list \$0.00 in the budget and actual QuickBooks; A. Chase will research where this money went. D. Knauer also asked about #57110, Maintenance, and #58110, Accounting Fees, that went over budget in 2025 and were not increased in the 2026 budget; A. Chase said these were one-time costs for furnace maintenance and accounting fees including QuickBooks maintenance. R. Spurrell noted #56112, Consultation, is 190.14% over budget; A. Chase will find out what this was from.

D. Knauer and A. Chase discussed whether physical and digital materials can both be purchased under the Act 150 materials spending requirements. A. Chase said they both do apply. R. Spurrell asked D. Knauer to clarify this at tomorrow's Act 150 meeting.

Motion by H. Lang to accept the Library Financial Report with clarification of the items mentioned. Second by D. Knauer. Motion carried (6-0).

Review/Approval of Library Board Treasurer's Report: M. Rice presented the Treasurer's Report along with the new CD. He stated there is no signature required if you simply roll over a CD as-is or with additions. Motion by D. Knauer to approve Library Board Treasurer's Report. Second by M. Faretta. Motion carried unanimously (6-0).

Discussion/Action on the new CD for \$50,000 of Library Savings Account funds: H. Lang asked for the CD interest rate; A. Chase did not have it available due to giving the document to M. Christian. M. Rice asked for a copy of the CD itself; S. Johanson volunteered to send that out tomorrow which will also include the rate information. A. Chase stated Waukesha State Bank does not put out statements for CDs, so WSB cannot list the CDs on the statements with the checking and savings accounts like the Board directed last month. No action was taken.

Discussion/Action on WTA cybersecurity grant and changing Library emails to .gov: A. Chase stated she attended the webinar and talked with M. Mercier with Bridges. M. Mercier told her she will need approval for the domain name; WisNET may then be able to migrate emails without it actually costing. A. Chase verified her identity and requested the domain name; if she gets approval she will apply for the WTA grant but the grant may not be necessary. No action was taken.

Discussion/Action on Director Job Description: A. Chase did not have an updated job description to present. R. Spurrell asked for an approximate retirement date; A. Chase stated July 31st is her goal. D. Knauer restated the Board's directive from November that A. Chase combine the two current drafts into what A. Chase does and what Directors should do. A. Chase stated she does things that most Directors do not, such as cataloging. The Board recommended that she train someone else to catalog, which only A. Chase and M. Michaelik currently do. R. Spurrell stated we need to have a compiled job description next month. Motion by R. Spurrell to table until February. Second by M. Rice. Motion carried (6-0).

Discussion/Action on Summer Reading Program ideas: H. Lang requested confirmation that the Library will not be utilizing CSLP materials. A. Chase confirmed this is true; the Library will develop its own Summer Reading Program curriculum from the theme selected. M. Faretta suggested one of two presented themes, "Into the Woods" or "Dig Into Reading"; A. Chase stated her favorite is "Into the Woods". Motion by M. Faretta to choose "Into the Woods and Through the Pages" as the Summer Reading Program theme since this will be A. Chase's last year doing the Program. Second by H. Lang. Motion carried (6-0).

Discussion/Action on the 3-D printer: A. Chase stated that staff need to learn how to use the 3-D printer. She has been researching policies where the public can order items, but only the library staff makes them. The Board discussed writing a plan for getting the printer into use, charging for materials, disallowing public use for now, and establishing a policy.

Motion by M. Faretta for A. Chase to get staff trained and bring back a policy next month. Further discussion included making a plan before moving forward. M. Faretta amended her motion to have A. Chase get staff trained, bring a plan with deadlines to get the printer into use, and present a 3-D printer policy at the next meeting. Second by M. Rice. Motion carried (6-0).

Discussion/Action on a storage shed: A. Chase reported she asked her staff about a storage shed; they could not think of anything to store in it. The Board discussed potential benefits of more storage space for snowshoes, library signs, and programming materials such as the mini golf course currently housed at the New Berlin Public Library. R. Spurrell will contact Oakridge Construction for a quote for putting an extension storage closet onto the north doorway. Motion by R. Spurrell to ask Oakridge Construction about an extension on the north side of the building. Second by M. Rice. Motion carried (6-0).

Discussion on Internet and Computer Usage Policy: A. Chase stated the scanned computer sign-in sheets must be stored in a Shared Drive mapped only to her. She stated they cannot be stored on the Director's hard drive because a new Director will not be able to access it once she is retired. The Board and A. Chase discussed whether or not a new Director will have access to all materials on the Director's hard drive. The Board determined this question does not preclude a vote on the Internet and Computer Usage Policy revision because the Policy wording does not differentiate a format for storing the sheets other than requiring a secure digital format accessible only to the Director.

Motion by D. Knauer to approve the Internet and Computer Usage Policy revision as presented by M. Rice. Second by H. Lang. Motion carried (6-0).

Discussion/Action on Collection Development Policy: H. Lang presented the first page of the policy she is revising. A. Chase stated one sentence cannot be struck through because the policy has already been approved. The Board discussed how we are revising a policy and therefore can strike or add whatever is deemed appropriate; it will have to be voted on to update it. A. Chase presented the Pauline Haass Library's updated policy which was reviewed by an attorney and recently withstood a book challenge; she stated this was the primary policy ABML's 2022 version was based off of, and we should consider that policy again. R. Spurrell and other Board members will send H. Lang their notes on various parts of the policy. H. Lang stated she will send A. Chase the revised policy once completed.

Motion by R. Spurrell to table until next month. Second by M. Faretta. Motion carried (6-0).

Discussion/Action on the Bylaws: H. Lang noted §9.02 of the Bylaws states that changes may be only made after 10 days written notice is mailed to the Board. The Board discussed various aspects of the Bylaws including removing the nominating committee, standing committees, and personnel committees, but leaving the ad hoc committee. The Board recommended condensing paragraphs that are already addressed in the Joint Library Agreement. H. Lang reports she suspects the draft of the Joint Agreement that the Town Board signed was different than the one that the Village signed; the draft in the Town Board packet from September's Town Board meeting is not the same as the one D. Knauer was quoting. R. Spurrell will send a copy of the Approved Agreement to the Library Board members.

H. Lang noted that the Agreement does not require a Town or Village Board member and asked this to be considered. R. Spurrell stated that DPI and the county recommended against requiring a Board member so that if a Board member completes his Village or Town Board term he can still finish his Library Board term. R. Spurrell and D. Knauer both agreed that the Town and Village would both want to have a Board member on the Library Board, but this is not required by the Joint Agreement.

R. Spurrell asked if this Board recommends in the Bylaws that the Board annually reviews the number of employees based on a recommendation from the Director, that all banking accounts have two signatures, that weeded or donated books will be donated or sold after two book sale attempts, and that the Board should review recurring fees on an annual basis.

Motion by R. Spurrell to table until next month. Second by M. Faretta. Motion carried (6-0).

Reports:

a. Village of Eagle: R. Spurrell reported that the Village Board had a public hearing for plats and approved an attendance policy. Also, an email was misread and a rumored vote to terminate the fire district was not taken.

b. Town of Eagle: D. Knauer reported on income and expenses, H. Lang giving the Library report to the Town Board, the Fire Department requesting a Town Board member for a fire fee committee, inspection services, the Town Park drainage project, and election inspectors approval for 2026. She also reviewed the Act 150 meeting updates including material expenditure, FTEs, and LSER being discussed at tomorrow's meeting. The Act 150 Committee will have a public hearing on February 3rd at 6:00pm, likely in Mukwonago, after which they will amend the Act as needed. A. Chase stated the Act 150 plan needs to be on February's Library Board agenda, per Bridges. D. Knauer stated the Act 150 Committee needs to have the document completed by April, not February.

D. Knauer requested A. Chase post the Director's reports on the website.

c. PEASD: R. Spurrell stated he spoke with Ryan at PEASD. Ryan was unable to get an announcement to his staff before the holidays but hopes to have a member on the Board by next month.

d. FABLE: M. Russell stated coffee hour is going well, FABLE adopted a family for Christmas donations, and they will be hosting an April book sale around the election.

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

f. Director: A. Chase reported that December was up 8.05% from last year. The total 2025 circulation was up 3.57% from 2024. She pointed out that the Law Depot is now available in Libby.

Discussion Regarding Future Agenda Items: R. Spurrell requested Discussion/Action on posting a job application for Director. He also requested that the Secretary include the Town and Village clerks when sending out the agendas. A. Chase requested the Secretary amend the date year at the bottom of the agenda.

Adjournment: Motion by M. Faretta to adjourn. Second by D. Knauer. Motion carried unanimously (6-0). Meeting adjourned at 8:50pm.