

ALICE BAKER MEMORIAL LIBRARY BOARD MEETING MINUTES

Approved

Call to Order: R. Spurrell called the meeting to order at 6:30pm on February 9, 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, FABLE president Mary Russell, and an Eagle resident.

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

Public Comment: K. Lang from Matthew Lane requested a monthly email newsletter including notifications for flash book sales to increase publicity and inform busy people of upcoming sales and events.

Review/Approval of meeting minutes from January 12, 2026: Motion by D. Knauer to approve minutes with a typo change. Second by M. Rice. Motion carried (6-0).

Review/Approval of Library Financial Report: D. Knauer noted money has not transferred from Reserve Funds to carry over. A. Chase and S. Johanson stated they are waiting for a recommendation from the auditor to carry over these funds. R. Spurrell noted that the average expenditures per month in 2026 is roughly \$20,000. H. Lang noted the high credit card charges from December until “Adult Programming”; A. Chase stated this line item was used as a temporary placeholder until the audit and this money was not actually used for adult programming. D. Knauer asked about the hotspot note; A. Chase stated one of the hotspots was lost so she needed a new device and new data plan.

Motion by D. Knauer to approve the Library Financial Report as presented. Second by H. Lang. Motion carried (6-0).

Discussion of edits to the January Library Financial Report: H. Lang asked for follow up clarification from last month's financial report. A. Chase reported that #41116 was abnormal due to M. Christian transferring balances to QuickBooks in the middle of the year; this will be resolved next year after a full year in the Town's QuickBooks. #56112 was due to outside consultation from A-Team, Quick Books Assist, and setting up the new copy machine. #56117 was abnormally low due to the Village accidentally paying for county communication lines; the Library will still have to pay for that.

Review/Approval of Library Board Treasurer's Report: Motion by D. Knauer to approve the Library Board Treasurer's Report. Second by H. Lang. Motion carried (6-0).

Discussion/Action on CD maturing March 6: M. Rice reported the best CD rates currently are 3.74% for a 7-month CD. Motion by M. Faretta to roll the maturing funds into a 7-month CD. Second by M. Rice. Motion carried (6-0).

Discussion/Action on WTA cybersecurity grant and changing Library emails to .gov: A. Chase reported the requested domain name was approved. M. Mercier with Bridges will migrate the email addresses to the new wi.gov domain. A. Chase instructed the board members on how to use MFA to open their new email. The board members discussed cost for this service; A. Chase stated there is no cost as WiscNet manages the domain. D. Knauer requested that A. Chase get an email from M. Mercier stating in writing that there is no charge to the Library for this service. No action was taken.

Discussion/Action on Director Job Description: A. Chase presented a new Job Description. The Board

made several edits including defining “Duties” that the Director must do versus “Responsibilities” that may be delegated, changing the required certification to match either Grade 1 or Grade 2 librarian requirements per our current population, and editing the physical demands requirements. D. Knauer requested a space for the board president to sign and date. Motion by D. Knauer to table until March for a final draft. Second by M. Faretta. Motion carried (6-0).

Discussion/Action on Director job posting: The Board made several edits including adjusting certification requirements to match the Joint Agreement, requiring a background check, and inserting R. Spurrell's email for the hiring process. Motion by M. Faretta to post the edited job posting through the college and Bridges systems, Library, Village, and Town websites, with an application deadline of March 20th. Second by H. Lang. Further discussion by D. Knauer included confirming the time of posting. Motion carried (6-0).

Discussion/Action on Strategic Plan update: A. Chase reported she will get together with the coach for “theming”. D. Knauer suggested a 5-year calendar so all the Library requirements will be remembered, as the old Strategic Plan expired last year. A. Chase stated N. Wilhelm, the previous Board President, had always done the Strategic Plan until 2024. A. Chase was not part of the planning prior to this year. No action was taken.

Discussion/Action to approve minimum to exempt/quality standards proposed for the 2027-2031 Waukesha County Library Services Plan: The Board had a lengthy discussion regarding FTEs and agreed that the FTE standard is very heavy for ABML's traffic and usage. H. Lang pointed out the state's intention for local library board control for employees; while there is a statutory clause allowing counties to set standards for library functions, statute also says the library board determines the number of employees. She reported comments at the Act 150 public hearing she attended indicated that some libraries are using the FTE minimums to subvert local control by using the county to persuade local municipalities not to decrease funding, despite municipalities being burdened with increasing costs for all services. D. Knauer noted that she was the only one to vote against the FTE minimum decrease because the minimum was not decreased enough.

Motion by H. Lang to not accept the minimum to exempt/quality standards proposed for the 2027-2031 Waukesha County Library Services Plan for the reason that the full time employee minimum does not give enough local board control, and we would propose a 3.0 FTE for our library. Second by M. Rice. Motion carried unanimously (6-0).

Discussion/Action on the annual report: A. Chase reported if the audit is completed before the beginning of March and more money needs to be allocated to 2025, she can unlock the annual report per Bridges. The Board discussed why the annual report lists “0” Staff Only hours, as staff are still working outside of open hours. A. Chase stated this was a category used during the pandemic but no longer applies. Motion by H. Lang to accept the annual report. Second by M. Faretta. Motion carried (6-0).

Discussion/Action on the 3-D printer: A. Chase stated that in March M. Michaelik will visit some libraries to learn about their 3-D printer service. In April staff will get trained, and after that there will be public orientations. A. Chase was unable to prepare a policy for this month but reports she will have one for next month. The Board and A. Chase discussed the possibility of training the staff sooner than April. Motion by H. Lang to have M. Michaelik visit libraries, have staff trained, and have the policy written all in March. Second by M. Faretta. Further discussion included D. Knauer clarifying that A. Chase can get an SD adapter for her computer. Motion carried (6-0).

Discussion/Action on a storage shed: Motion by R. Spurrell to table until next meeting. Second by H. Lang. Motion carried unanimously (6-0).

Discussion/Action on Collection Development Policy: H. Lang presented the next pages of the policy she is revising. The Board made several editing comments. No action was taken.

Discussion/Action on the Bylaws: 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 Fire Department is researching fire fees and is writing a staffing policy.

b. Town of Eagle: D. Knauer reported on income and expenses, a Fire Fees committee, issues with the Fire Department, radio upgrades, Town of Eagle Advisory Committee, and a DPW employee retiring.

c. PEASD: R. Spurrell stated he was given the name of the man who will fill the vacancy but could not find his contact information to connect for tonight. Hopefully he will be here next month.

d. FABLE: M. Russell stated membership letters were sent out, there is a flash book sale next week, FABLE is cohosting a small arts reception with the library, and there is a book sale over the April election.

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

f. Director: A. Chase provided her packet. Circulation was -430 (-13.62%) for January this year.

Discussion Regarding Future Agenda Items: The Board requested discussion of the Cricut machine, hours of operation, and email newsletters requested during public comment. A. Chase stated she will take care of the email newsletters.

Adjournment: Motion by H. Lang to adjourn. Second by M. Faretta. Motion carried (6-0). Meeting adjourned at 9:52pm.