

ALICE BAKER MEMORIAL LIBRARY BOARD MEETING MINUTES  
Approved

**Call to Order:** R. Spurrell called the meeting to order at 6:30pm on November 10, 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 FABLE president Mary Russell.

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

**Public Comment:** No public comment.

**Review/Approval of meeting minutes from October 13, 2025:** Motion by D. Knauer to approve minutes with one typo change. Second by M. Rice. Motion carried (5-0-1) with R. Spurrell abstaining.

**Review/Approval of Library Financial Report:** D. Knauer asked where to categorize the DWD refund; the Town Clerk categorized it in QuickBooks Miscellaneous because it is a one-time refund. D. Knauer asked about 0% income for several income items; A. Chase stated she received these payments in November so they were not reflected in October's reports. The Board and A. Chase discussed a few account numbers that need recategorization or need adjustment for the 2026 budget. Motion by M. Rice to approve the Library Financial Report. Second by H. Lang. Motion carried (6-0).

**Review/Approval of Library Board Treasurer's Report:** Motion by H. Lang to approve Library Board Treasurer's Report. Second by M. Faretta. Motion passed unanimously (6-0).

**Discussion/Action on new CD for Library Funds:** A. Chase reported she got current rates from Waukesha State Bank. The Board discussed whether the money in the savings account is the Board's money or the Library's operational money. A. Chase stated the checking account holds operational money, but much of the savings account money was donations held at Chase Bank and moved over when that entity closed. Motion by R. Spurrell to table until next month for Alli to find out the balances at Chase Bank when it closed so we can determine how much of the savings account is donation money and how much is operational money. Second by M. Rice. Motion carried (6-0).

**Discussion of QuickBooks presentation from library staff:** R. Spurrell recognized S. Johansen to explain the document she prepared. The Board asked questions of S. Johansen and A. Chase and determined the Library's QuickBooks is duplication of the Town's work and should cease. The Library QuickBooks will be maintained through the end of the subscription in December but will not be renewed in 2026.

**1. Discussion/action regarding library staff doing bookkeeping duties:** Motion by R. Spurrell that collection of invoices, chart of account assignment of invoices, tracking the credit card payments as requested by the Town Clerk, and the assignment and mailing of checks be done by Library staff. No QuickBooks bookkeeping will be done by Library staff. Second by D. Knauer. Motion carried (6-0).

**Discussion/Action on noncardholder computer usage and computer use tracking:** A. Chase stated she researched this and there is nothing illegal about tracking users; however, it is not library best practice. She could only reveal the information to law enforcement with a court order. The Board

discussed the benefits of storing the information A. Chase already collects on a sign in sheet, including date, time, name of patron, municipality (Town, Village, or Other), which computer they use, and if they have read the Internet and Computer Usage Policy. R. Spurrell recommended A. Chase scan this sheet into the computer files only she can access. The Board was in agreement. D. Knauer asked where procedure changes like this are listed; A. Chase stated she will email it to her staff. R. Spurrell noted there should be a Standard Operating Procedure section in the bylaws that can be updated when the bylaws are revised. H. Lang noted the approved Internet and Computer Usage Policy is not yet on the library website; A. Chase stated she would post it tomorrow.

**Discussion/Action on Internet Usage Agreement Form:** A. Chase stated the only changes from last month were that parents are required to read the Internet and Computer Usage Policy before signing for their child, and the Roman numerals index was updated to reflect the new Policy. Motion by H. Lang to approve the Internet Usage Agreement Form as presented. Second by M. Faretta. Motion carried unanimously (6-0).

**Discussion/Action on Internet filters:** Most of the board members have not had a chance to read through the list of available filters. H. Lang stated she made a recommendation list from the website and will send it out. H. Lang read from WI Statute 948.11(2) which states the following:

“Whoever, with knowledge of the character and content of the material, sells, rents, exhibits, plays, distributes, or loans to a child any harmful material, with or without monetary consideration, is guilty of a Class I felony if any of the following applies:

“1. The person knows or reasonably should know that the child has not attained the age of 18 years.

“2. The person has face-to-face contact with the child before or during the sale, rental, exhibit, playing, distribution, or loan.”

D. Knauer requested that statue be sent with the filter list. Motion by D. Knauer to table until next month. Second by M. Faretta. Motion carried (6-0).

**Discussion/Action on background checks for library staff:** D. Knauer asked if library staff have background checks performed. A. Chase confirmed she performs background checks on all her staff. The Eagle Police Department told her how to do it and there is no Department of Justice signature required. No action was taken.

**Discussion/Action on audit update:** Motion by R. Spurrell to accept Lucida's one year proposal for \$16,475 including a presentation of findings. Second by M. Faretta. Motion carried unanimously (6-0).

**Discussion on Director Job Description:** H. Lang noted that Eagle's Town and Village population combined has only increased by 450 over the past 19 years, per the Department of Administration's records. She recommended against a Grade 1 certification as Eagle's population is still under 6,000 people, the DPI population minimum for a Grade 1 certification. R. Spurrell recommended the certification level not be included in the job description at all, but rather in an application form. M. Rice recommended the job description state that the applicant must meet the educational requirements per current law. Motion by M. Rice to table until January. Second by H. Lang. Motion carried unanimously (6-0).

**Discussion/Action regarding Library Director Evaluation Form:** The Board discussed the template provided by D. Knauer. D. Knauer will change the Evaluation Form to match the job description. Motion by R. Spurrell to table until December. Second by H. Lang. Motion carried (6-0).

Further discussion by D. Knauer included asking if she can send out the edited form for suggestions prior to the December meeting without breaking open meeting laws, since the Board will have to vote on the form at the December meeting. R. Spurrell and D. Knauer discussed how to legally receive input from Board members outside of the Board meeting.

**Discussion/Action on weeding and collection development:** The Board discussed whether H. Lang could revise the current Collection Development Policy or whether A. Chase must do that. H. Lang read from Trustee Essentials #10, stating the Director must develop policies and the Board can revise them if necessary. With the Board's and A. Chase's agreement, she will work on editing the current Policy for a meeting early in 2026.

A. Chase stated the new vendor taking Baker and Taylor's place is Libraria. They offer help curating the collection, which has already been utilized for the children's section but can be used for the adult section as well. The Board members expressed concern over a vendor helping select materials.

D. Knauer noted we should possibly hire someone to assist with weeding, as it needs to be completed and A. Chase has previously stated she is not an expert in all areas. A. Chase stated she does all the adult weeding. She reported Libraria helps to fill and restock, but she would do the weeding.

R. Spurrell presented photographs and stated two people have reported to him that there are books and CDs in the dumpster. Both A. Chase and M. Russell of FABLE declined knowledge of these discards. R. Spurrell requested the revised Collection Development Policy include a process for removal and disposal so staff are not throwing books away without a process. R. Spurrell requested A. Chase send a notice to her staff to stop discarding books.

Motion by R. Spurrell to table this topic for further review of the policy with the directive that we do not have Libraria assist with weeding until further notice. Second by M. Rice. Motion carried unanimously (6-0).

**Discussion/Action on storage shed for Library:** D. Knauer asked R. Spurrell if there is an ordinance for sheds. He will look into the requirements. A. Chase will make a list of what might go into a storage shed. Motion by M. Faretta to table until January. Second by M. Rice. Motion carried (6-0).

**Discussion/Action on Library Budget 2026:** D. Knauer asked if the library computers are compatible with Windows 11. A. Chase is not sure but will check both staff and public computers. R. Spurrell noted the computers are susceptible if they get hacked. D. Knauer suggested putting a 3-D printer in the budget; A. Chase stated she thinks M. Michaelik purchased one this year and will check if that is true. D. Knauer presented a policy on 3-D printing from the Mukwonago library and will send it to the Board, along with an article on what should be included in a 3-D policy.

Motion by M. Rice to approve the Library Budget as presented. Second call for a second was made. Second by M. Faretta.

Further discussion by R. Spurrell included a percentage and a computer question; both were addressed in different budget columns. Motion to pass Library Budget carried unanimously (6-0).

**Discussion/Action on Annual Addendum:** Motion by H. Lang to approve the President and Secretary to sign the Annual Addendum for A. Chase to send to Bridges. Second by M. Faretta. Motion carried (6-0) and the President and Secretary signed the Annual Addendum.

#### **Reports:**

**a. Village of Eagle:** No report.

**b. Town of Eagle:** D. Knauer reported on income, expenses, the budget and Joint Budget

Meeting, KMFD Forum, the GFL lease not signed yet, and multiple Planning and Zoning violations. She also gave updates from the Act 150 meetings and stated the committee will likely continue to use population as the basis for funding. The committee is also planning to reduce standards requirements.

**c. PEASD:** No report.

**d. FABLE:** M. Russell answered a resident's concern from last month's minutes that old books are discarded. She clarified old materials discarded are not what booksellers are looking for; they include those in poor condition or out of date manuals, etc., not antique or valuable books. She reported the September teacher's reception was poorly attended but the coffee hour is going very well.

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

**f. Director:** A. Chase reported October circulation is a bit under 2024, but YTD is up 1,384 items from previous years. She reported on the four next steps given her by the Strategic Planning coach, which need to be completed by January 9th, 2026. D. Knauer requested A. Chase send out the Director packet prior to the meeting; A. Chase will try to do this though the timing will be difficult because she gets some of the information on Mondays.

**Discussion Regarding Future Agenda Items:** R. Spurrell recommended A. Chase use different tape to post agendas. The agendas have been falling and we are at risk of an accusation of not properly posting agendas.

**Adjournment:** Motion by M. Rice to adjourn. Second by D. Knauer. Motion carried unanimously (5-0). Meeting adjourned at 8:55pm.