

ALICE BAKER MEMORIAL LIBRARY BOARD MEETING MINUTES

Approved

Call to Order: R. Spurrell called the meeting to order at 6:31pm on December 08, 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, and FABLE president Mary Russell, and an Eagle resident.

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

Announcement for possible closed session per WI State Statute §19.85(1)(c) for an evaluation of the Library Director and discussion regarding compensation for the Library Director: R. Spurrell announced the preceding.

Public Comment: No public comment.

Review/Approval of meeting minutes from November 11, 2025: Motion by M. Rice to approve minutes. Second by R. Spurrell. Motion carried unanimously (5-0).

Review/Approval of Library Financial Report: H. Lang noted QuickBooks #52150 is significantly over budget in 2025 and was not compensated for in 2026. A. Chase said she will apply \$200 donation towards this balance; the over budget amount was for drawing prizes. R. Spurrell asked if we purchase books from Amazon, because there are many print material charges from Amazon on the cardmember service report. A. Chase stated she had \$3,000 left to spend for materials so she spent \$1,500 of it in November, much of it at Amazon after Baker and Taylor closed. R. Spurrell noted a duplicate line item in the cardmember service report where it states we purchased an adult print material from Dollar General. Motion by H. Lang to approve the Library Financial Report with correction of the duplicate item. Second by B. Puza. Motion carried unanimously (5-0).

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

Discussion/Action on CD expiring January 2, 2026: Motion by R. Spurrell to open a 7 month CD at Citizens Bank for the proposed rate by M. Rice of 3.82%, 3.9% APY. Second by M. Faretta. Motion carried (5-0).

Discussion/Action on Chase Bank account balances at closure: A. Chase presented the starting account balances at Waukesha State Bank, the same balances from Chase Bank's closure. It was unclear as to which accounts at which banks were utilized to store donations, donations specific for building expansion, and library operational money. At least one of the accounts contained a mixture of donations and operational money with no method for keeping track of which money is which.

R. Spurrell noted the Board needs to see the statement for the WSB CD along with the savings and checking account statements each month. He also noted undesignated donations need to go to the Library Board, while designated donations need to be utilized for their designated purpose in the Library. A gift that is given as "use wherever there is most need" needs to either be designated or put in the Board's account.

Motion by R. Spurrell to make a declaration of funds. Current CDs at Citizens Bank are declared to be building donations. The Checking account at Citizen's Bank and any CDs at Waukesha State Bank are declared to be general savings reserves. The Savings and Checking Accounts at Waukesha State

Bank are declared to be direct operational money. Motion was seconded by M. Rice. Motion carried unanimously (5-0).

Discussion/Action on new CD for Library Funds: R. Spurrell noted the statement for this new CD needs to come out with the other Waukesha State Bank statements. Motion by M. Rice to put \$50,000 from the Library Savings Account at Waukesha State Bank into a CD with the best rate, which will likely be the 7-month rate. Second by H. Lang. Motion carried (5-0).

Discussion/Action on computer filters: R. Spurrell confirmed the proposed list of filters was taken directly from WisNet's filter provider. H. Lang proposed this list including:

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|------------------------|-------------------------------|
| -Dating | -Potentially Unwanted Program |
| -Gambling | -Plagiarism |
| -Lingerie & Swimsuit | -Terrorism |
| -Nudity & Risqué | -Drug Abuse |
| -Other Adult Materials | -Proxy Avoidance |
| -Pornography | -Dynamic DNS |
| -Sex Education | -Malicious Websites |
| -Child Sex Abuse | -Phishing |
| -Explicit Violence | -Spam URLs |

Motion by M. Faretta to add the proposed list of computer filters to the library computers. Second by M. Rice. Motion carried unanimously (5-0).

Discussion/Action on Windows 11 compatibility with computers: A. Chase confirmed all public computers already were compatible with Windows 11, and her computer was supposed to upgrade two days ago. No action was taken.

Discussion/Action on changing Library email addresses to .gov: A. Chase stated that Waukesha and Muskego are the only libraries in the Bridges system that use .gov addresses. She stated she will have to include M. Mercier at Bridges in any email changes, as M. Mercier will have to participate in the system transition. Motion by R. Spurrell to proceed with changing library emails to the more secure .gov domain. Second by M. Faretta. Motion carried unanimously (5-0).

Discussion/Action on WTA cybersecurity grant: Motion by M. Faretta to apply for the WTA cybersecurity grant. Second by H. Lang. Motion carried unanimously (5-0).

Discussion on 2026 Library closures: Motion by H. Lang to approve the 2026 Library closures as presented. Second by M. Rice. Motion carried (5-0).

Discussion/Action on Fiscal Policy for payment of bills in December: The Board and A. Chase discussed the accounting process. A. Chase stated she wants all the bills to be paid in December prior to the January meeting so they will fit in the 2025 budget. H. Lang asked about cash versus accrual accounting. R. Spurrell stated this has been a discussion in the past and the Library is not truly run as an accrual system; however, if they pay all bills in December, it will not be a true 12-month period since there will be no expenses in January. Motion by R. Spurrell to continue payment of claims as if it was a normal month, with recurring expenses being paid and the remainder being presented for Board approval in January. Second by H. Lang. Motion carried (5-0).

Discussion/Action on PEASD board vacancy: R. Spurrell stated he left a voicemail for the principal at PEASD. Next month a representative should be on the board. No action was taken.

Discussion/Action on 3-D printer: A. Chase stated the library did purchase a 3-D printer in 2025; however, it is not being used yet. M. Michaelik wants to know in what programs or for public use it will be available before beginning use. M. Michaelik is looking into local teachers to train her how to use it. A. Chase stated she gave M. Michaelik the policy from D. Knauer. R. Spurrell stated we need to have a policy before we begin using it so the public knows who can use the printer. No action was taken.

Discussion/Action regarding Library Director Evaluation Form: H. Lang noted the wording should be more general under Number 2: Follows appropriate Equal Opportunity Employment/Affirmative Action as applicable by current law. M. Faretta suggested removing the point altogether, since the Library should already be following any current law. Motion by H. Lang to adopt the form with removing the first point under Number 2. Second by M. Faretta. Motion carried unanimously (5-0).

Reports:

a. Village of Eagle: The Village Board next week will be discussing wages and the 60-acre Bielinski development on Markham road.

b. Town of Eagle: No report as no member present.

c. PEASD: No report as no member present.

d. FABLE: M. Russell stated elections are in January and FABLE adopted a needy family for Christmas.

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

f. Director: A. Chase handed out a community survey written by WILS that fulfills one step of the Strategic Plan. She reported circulation is down 10.15% this month, but circulation Jan-Nov 2025 is still up 3.17%.

Discussion Regarding Future Agenda Items: H. Lang requested we review for addendum the Internet Policy, as last month's vote to track computer users does not comply with a sentence in the new Internet Policy stating we do not track users. A. Chase stated she does not track computer users; she only tracks the user's residency. The Board members restated that last month the Board voted to scan the sign-in sheet, including names, into a folder accessible only to A. Chase with the purpose of tracking who used the computers at what time. A. Chase said she would now start implementing this.

R. Spurrell requested the election of officers and possibly the bylaws at the January meeting.

Motion for closed session per WI State Statute §19.85(1)(c) for an evaluation of the Library Director and discussion regarding compensation for the Library Director: Motion by M. Rice. Second by M. Faretta.

Roll Call Vote: M. Rice yes, M. Faretta yes, R. Spurrell yes, B. Puza yes, H. Lang yes.

Closed Session: The Board entered closed session at 7:54pm.

Motion to Reconvene into Open Session: Motion by M. Rice to reconvene into open session. Second by M. Faretta. Motion carried (6-0).

Open Session: The Board entered open session at 9:13pm.

Discussion/Action regarding compensation for the Library Director: Motion by M. Rice to give a 3% raise to the Director effective January 1st, 2026. Second by H. Lang. Motion carried (5-0).

Adjournment: Motion by M. Faretta to adjourn. Second by H. Lang. Motion carried unanimously (5-0). Meeting adjourned at 9:14pm.