

Meeting of the  
Menomonie Public Library Board of Trustees  
July 15, 2021 @ 5:30 PM  
At the Menomonie Public Library

**Minutes:**

1. Call to order: by Seguin at 5:35 PM.
2. Roll Call:
  - a. Present: Don Kuether, Arlene Ockwood, Scott Flaschenriem, Darrin Witucki, John Grape, Kelly McCullough, Pat Hahn, Sara Huhmann, Brian Seguin, and Logan Mather and Suzanne Gaines
  - b. Absent: Dayle Mandelson
  - c. Also present: Joleen Sterk, Director and Lisa Murray, Recording Secretary
3. Certification of compliance with Open Meetings Law.
4. Approval of agenda: Mather made a motion to approve the agenda, seconded by Kuether. APPROVED.
5. Public comments: None
6. Reading and approval of the minutes: Ockwood said she did not attend the June meeting but is listed as attending. McCullough moved to approve the minutes as corrected, seconded by Grape. Mather, Huhmann & Ockwood abstained. APPROVED.
7. Flaschenriem arrived late and led the rest of the meeting.
8. Bills & Payroll: Mather moved to approve the bills and payroll, seconded by Hahn. APPROVED.
9. Reports of the officers
  - a. Secretary's report: (Brian Seguin) None
  - b. Treasurer's report: (Sara Huhmann) None
  - c. President's report: (Dayle Mandelson) None
  - d. Director's report: (Joleen Sterk)
    - 1 Sterk is meeting with each staff member individually and had an all staff meeting in June.
    - 2 She discussed some organizational changes including hiring Nichols and Sorenson who have been working here through Express Services. She noted Bird will be taking on more duties and Atkinson will be given additional hours and duties in the circulation area. We will likely have several openings in the near future to cover the desks and manage programming.
    - 3 This year is our 35<sup>th</sup> in this building! We are planning a small celebration and may tie it in with Rob Barrios' event here through the Learning and Retirement program.
    - 4 Bruce Mainquist created our Nautilus sculpture which is located in the bay window. He passed away in 2020 and his neighbor brought us some news clippings about him along with photos of some of his other art. A plaque with his name on it was mounted on the Nautilus sculpture.
    - 5 We are collaborating with Health Dunn Right on a permanent Story Walk to be located in Lakeside Park, just down the street from the library.
    - 6 Sterk will attend the Library Director's Council meeting this week where they will be discussing the 2022 MORE budget.
    - 7 Sterk attended the Dunn County Library Planning Committee meeting recently. Dunn County is recommending 100% reimbursement for Dunn County libraries. "Wisconsin statutes require counties to reimburse libraries both inside and outside the county for providing library service to the residents of the county who live outside a municipality that directly supports a library. The minimum level of reimbursement required to be made to libraries within the county and in an adjacent county is 70% of the cost of providing the service." (from the Request for Library Service Reimbursement form.)
    - 8 Staff have been working with Reb Kilde from the IFLS library System on our marketing: in order to make it more unified.
    - 9 Melissa Nichols is starting Tech Tuesdays where she will assist patrons with downloads and social media.
    - 10 We had an anonymous complaint about our clothing policy. From our Policy manual: Section 5: "Inappropriate Behavior includes, but is not limited to, the following conduct or behaviors... Not wearing shoes or shirt within the library." The complaint was regarding a woman who was wearing a "sports bra" instead of a shirt.

11 A patron suggested we have a “pop-up pantry” at the library. Board consensus was to move forward with this. Dunn County has approximately 100 homeless children at this time, between the ages of 4-17, so this could be very helpful to many. This would be in collaboration with Stepping Stones. The school district is offering summer meals at the school.

10. New Business:

- a. Bids for our masonry project were due to the City of Menomonie City Clerk by July 14 at 11 am. The low bidder was RAM Construction at \$79,500. Motion by McCullough, seconded by Mather: to accept the low bid from RAM Construction. APPROVED. The Board recommended we ask the Library Foundation to support this project more. They have already given us \$45,000 for it.
- b. Officer Elections: The slate presented was: Witucki for President, Grape for VP, Gaines for Treasurer and Seguin for Secretary (incumbent.) Kuether made a motion to elect the slate as presented, seconded by Huhmann. Witucki abstained. APPROVED.
- c. The Library Foundation donated \$45,000 to us for the masonry project. Sterk suggested we move those funds from our checking account at Westconsin Credit Union: to the City of Menomonie so they can administer it exclusively towards expenses from our masonry project. Motion by Witucki and seconded by Mather to move \$45,000 from WCU to the City of Menomonie. APPROVED.
- d. Social Media policy: This was started by Stark and updated by Sterk. Board members **made a few changes**, noted by Sterk. Motion by McCullough, seconded by Seguin to accept the policy as amended. APPROVED.
- e. Our Elk Mound branch is currently open 3 days/week. It is good for the community and its costs are offset by the amount we receive back from the ACT 150 reimbursements. Board consensus to continue the current open hours at Elk Mound.
- f. Sterk provided details on fund transfers within our current budget. Motion by Seguin, seconded by Ockwood: to accept Sterk’s internal budget transfers. APPROVED.
- g. Our current Strategic Plan expired last year. Gaines, Grape and Witucki (as ex-officio) volunteered to be on the new Strategic Planning Committee. Members of the staff, Friends and Foundation will also be invited to participate.
- h. Sterk provided the first draft of the 2022 budget.
- i. Sterk provided her goals for the next year. She will work on some objectives as well.

11. Old business:

- a. Sterk had nothing to report on regarding our Covid-19 pandemic response.
- b. The list of webinars for Trustee Training Week was presented in your packet, and a link to the webinars was sent to all board members. These will be presented August 23-27 and will be recorded.

12. Agenda planning for next Board meeting:

- a. COVID-19: Update
- b. Strategic Planning Committee
- c. Director’s Objectives
- d. Trustee Training Week Reminder
- e. Revise meeting room policy
- f. Adopt Records Retention Schedule Revised 6/12/17
- g. 35<sup>th</sup> Anniversary Programming

13. Other comments: Sterk was asked when we would be expanding our open hours. She would like to extend hours in September after Labor Day. The new hours would be: Monday through Thursday 9 AM – 8 PM, Fridays from 9 AM – 5 (or 6) PM, and Saturdays from 9 AM – 1:00 PM.

14. Adjourned at 7:05 PM

Next Board Meeting: **August 19, 2021 at 6:00 PM at the Menomonie Public Library**

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*Lisa Murray,*  
Recording Secretary

*Date*

*Brian Seguin*  
Secretary

*Date*