

Meeting of the
Menomonie Public Library Board of Trustees
May 19, 2022 @ 6:00 PM

At the Menomonie Public Library & via Zoom

https://us02web.zoom.us/rec/share/eWvvhKWgTMHR98QOFp3KHa66GK8j7goSjHDH_LtwEARBgXOAnywyb5TxpIXye_n1w.PkpkMRsDMwIQkQoO

Minutes:

1. Call to order: by Witucki at 6:03 PM.
2. Roll Call:
 - a. Present: Don Kuether, Scott Flaschenriem, Darrin Witucki, John Grape, Sara Huhmann, Dayle Mandelson, Kelly McCullough, Brian Seguin, Jessica Graham, Pat Hahn and Suzanne Gaines.
 - b. Absent: Logan Mather
 - c. Also present: Joleen Sterk, Director; Lisa Murray, Recording Secretary; Jen Atkinson, Circulation Supervisor; & Tracey Sorenson, Communications Specialist
3. Certification of compliance with Open Meetings Law.
4. Approval of agenda: Flaschenriem made a motion to approve the agenda, seconded by Hahn. APPROVED.
5. Public comments:
6. Reading and approval of the minutes: Noted changes: Mather was present, by phone (Zoom.) "Also present" should include Rachel Tourville. Seguin moved to approve the April 2022 minutes as amended, seconded by Mandelson. APPROVED.
7. Bills & Payroll: Mandelson moved to approve the May 2022 bills and payroll, seconded by Grape. APPROVED
8. Reports of the officers
 - a. Secretary's report: (Brian Seguin) None
 - b. Treasurer's report: (Suzanne Gaines) None
 - c. President's report: (Darrin Witucki)
 - 1 Witucki attended the Rob Barros event at the Dunn County Historical Society recently.
 - d. Director's report: (Joleen Sterk)
 - 1 Sterk presented at the Dunn County Board of Supervisor's meeting recently, along with the other Dunn County Librarians.
 - 2 A bylaw that should be reviewed is section 5 stating we keep the Board of Trustee minutes on a bulletin board. We actually keep them in a notebook in the reference section.
 - 3 It should be noted that the Board is required to approve all bills prior to being paid.
 - 4 Sterk has completed her self-assessment for the Director's Evaluation process.
 - 5 The number of libraries in our consortium that has gone fine-free is 44/52. A discussion followed with pros and cons of going fine-free. Over the last six years our fines have ranged between \$33,000 and \$10,000. The board requested more data prior to making this difficult decision, most important being how we would replace that lost income.
 - 6 John Thompson & Leah Langby from IFLS Library System are very busy now with staffing changes in their building. We have the option of using their services to assist with our long-range plan, but it may be several months until they have time. Alternatively, we could rework our previous plan to fit our current needs.
 - 7 Melissa Nichols is implementing a survey for the current Hot Spot Wifi users, and is also gathering data on the cost of obtaining more Hot Spots.
 - 8 The Children's Department has been busy with first grade tours this week!
 - 9 Sterk met with Melissa Kneeland at the Historical Society regarding an event we are planning in 2024: celebrating 150 years of Library Service in Dunn County. They viewed one of the original Travelling Library boxes!
 - 10 Sterk said we should consider the library as a partnership. The City and County supply funding to provide a base level of service. The levy limits have capped ability to raise funds. She would like to streamline the giving process at the library in order to make it easier for the public to donate.
9. Old business:
 - a. No news on Covid due to the low numbers of new cases.
 - b. Long Range Plan: No news at this time.
 - c. The Ad Hoc Facility and Capital Planning did not meet this month.
 - d. The Polasky gift was increased in error and we have been asked to pay back \$25,009.13. Motion by McCullough, seconded by Seguin, to pay BrightHouse Financial back the overage. APPROVED.

10. New business:
 - a. Director's Evaluation
 - 1 The Director's Job Description was in your packet. Mandelson noted it was used to hire Sterk and that it would be unfair to change it until after the evaluation was completed. An evaluation form was included in your packet that was used by staff in the past. The evaluation committee will determine which forms will be used this year.
 - 2 Sterk included her self-assessment in the packets.
 - b. Nominating Committee: Kuether & Huhmann volunteered to be on the nominating committee to select a slate of officers. Mather was on this committee last year and will be asked again, but she was absent today.
 - c. A preliminary draft Budget for 2023 was in your packets.
11. Agenda planning for next Board meeting:
 - a. COVID-19: Update
 - b. Long Range Plan Update
 - c. Polasky estate: discussion
 - d. Director's Objectives
 - e. Bylaw review: Section 5
12. Other comments: Next month we start our Music Over Menomin series at 7:00 PM. It was decided to start the meeting at 5:45 PM for the next two months in order to be able to attend the event.
13. Adjourned at 7:11 PM

Next Board Meeting: **June 16, 2022 at 5:45 PM**

Lisa Murray,
Recording Secretary

Date

Brian Seguin
Secretary

Date