

Meeting of the  
Menomonie Public Library Board of Trustees  
November 16, 2023 @ 6:00 PM  
In-person and Via Zoom  
Minutes

Meeting recorded on Zoom by Sterk. A link to the recording follows:  
[https://us02web.zoom.us/rec/share/RnrZiT\\_2YJKDS5ifiASuEBZasSFHEtk4iGlz7Qee5B6lLb2MHHd\\_uq5CBuBc-e1g.F4D4zWj2zMMvtQxR](https://us02web.zoom.us/rec/share/RnrZiT_2YJKDS5ifiASuEBZasSFHEtk4iGlz7Qee5B6lLb2MHHd_uq5CBuBc-e1g.F4D4zWj2zMMvtQxR)  
Passcode: EbX69XWL

1. Start recording meeting
2. Call to order: by Grape at 6:00 PM.
3. Roll Call:
  - Present: Scott Flaschenriem, Suzanne Gaines, John Grape, Darrin Witucki, Pat Hahn, Sara Huhmann, Dayle Mandelson, Jessica Graham and Barb Lyon
  - Absent: Logan Mather, Laura McCullough and Brian Seguin
  - Also present: Joleen Sterk, Director; Lisa Murray, Recording Secretary; Jodi Bird, Public Services and Tracey Sorenson, Communication Specialist
4. Certification of compliance with Open Meetings Law.
5. Approval of agenda: Motion by Gaines to add the Mayo Gift to the agenda, item 12 a 1. Motion by Hahn, seconded by Mandelson to approve the amended agenda. MOTION CARRIED.
6. Welcome new member: Barb Lyon introduced herself.
7. Public comments: Bob Willow spoke for 3 minutes requesting Jack Holzhueter be called to speak about Preservation. Consensus to create an agenda item for this next month.
8. Reading and approval of the October 2023 minutes. Flaschenriem moved to approve the minutes, seconded by Huhmann. Graham & Lyon abstained. MOTION CARRIED.
9. Approval of Bills & Payroll. Witucki moved to approve the November 2023 bills and payroll, seconded by Hahn. Lyon abstained. MOTION CARRIED.
10. Reports of the officers
  - a. Secretary's report: (Logan Mather) None
  - b. Treasurer's report: (Sara Huhmann) None
  - c. President's report: (John Grape) Grape attended these meetings recently: Library Foundation meeting, Facilities and Capital Planning Committee and 150<sup>th</sup> Anniversary of Libraries in Dunn County.
  - d. Director's report: (Joleen Sterk) Sterk's report was in your packets. Highlights include the Mayo Gift, the City will vote on the 2024 budget on 11/20, and Bill Hady, retired from Heritage Builders, has volunteered to create a recognition piece for donors.
11. Old business:
  - a. The Facilities and Capital Planning Committee (FCPC)
    1. Public Comments re: Outdoor Project: See next item
    2. They held a listening session for the public: October 21, and tonight is the second one at the Board of Trustees meeting. No one is present tonight for the listening session but they had a good group on 10/21 with good questions.

3. The FCPC met on October 25<sup>th</sup> and the next meeting will be 11/29/23 at 5:00 PM. Sterk requested that the list of Willow's architecture ideas be presented at the November meeting.
  - i) The minutes are in your packet.
    - a. Motion by Hahn, seconded by Mandelson, to use Ayres and Associates as the architect for the Phase 1 plans.  
MOTION CARRIED.
    - b. Fundraising is on hold for now.
  - ii) Roof: No news

12. New Business:

- a. Committee volunteers/appointments from the Board of Trustees:
  1. Fundraising: The Library has been gifted \$100,000 from the Mayo Clinic Health System NWWI Community Giving Committee, to use towards the Outdoor Project. This would be given over a 2 year period, half in 2023 and the 2<sup>nd</sup> half in 2024. Motion by Flaschenriem, seconded by Mandelson, to accept the Mayo gift of \$100,000. MOTION CARRIED. An announcement about the gift will be made next week.
  2. 150 Year Anniversary of Libraries in Menomonie (2024): This committee met on 10/30/23 at 4:00 PM, at the Dunn County Historical Society/Rassbach Museum. Their next meeting will be 11/27/23 at 4:00 PM at the Library.
- b. Policy Review: Library Policy manual:
  1. Section 16: This is our forms section. The board asked that the Director's Evaluation forms and processes be reviewed to verify they are the most current versions, as they have been updated several times over the last few years. They also asked the forms be paired with the policies that they are regarding, to assist in the review process. This will be on the agenda again next month, and the board should review the forms and bring any new questions to that meeting.
  2. Section 17: WI Interlibrary Loan Guidelines: The board asked if this was the most up to date version of these guidelines from the DPI. This will be verified. Motion by Gaines, seconded by Witucki, to have Section 17 of the Policy manual on the agenda for December. MOTION CARRIED.
- c. Giving Tuesday: This year the library will focus on what they are grateful for, including the Mayo gift!

13. Agenda planning for next Board meeting:

- a. 2024 Budget - Action Item
- b. Willow and Holzhueter: Preservation (Max time: 15 minutes)
- c. Committees:
  1. Facilities and Capital Planning Committee:
    - i) Outdoor Project
    - ii) Roof Replacement
  2. Fundraising
  3. 150 Year Anniversary of Libraries in Menomonie (2024)
- d. Library Policy Review: Library Policy Manual: Sections 16-17
- e. Recognition Plaques Policy and Management
- f. Recognizing Kuether
- g. Review Mission, Vision and Values

- h. Review Goals and Strategies
  - i. Trustee Essentials Chapters 10 & 11
14. Other business: Grape will attend Kuether's funeral. Anyone interesting in contributing to a memorial, please let him know.
  15. Adjourned at 7:15 PM

**Next Board Meeting: December 21, 2023 at 6:00 PM**

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Lisa Murray,  
Recording Secretary

Date

Logan Mather  
Secretary

Date