

Meeting of the
Menomonie Public Library Board of Trustees
December 21, 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/yOUoFXAQEP-](https://us02web.zoom.us/rec/share/yOUoFXAQEP-6_g3HA2PBbwa4ONUTs3oPWUwtMC_PRO1WKggLg8nujCK5Ib6WxqE.3-kUtym3kF55hu5z)

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Passcode: *ce17Pjn

1. Start recording meeting
2. Call to order: by Grape at 6:00 PM.
3. Roll Call:
 - Present: Logan Mather, John Grape, Darrin Witucki, Pat Hahn, Sara Huhmann, Dayle Mandelson, Jessica Graham, Barb Lyon and Brian Seguin
 - Absent: Scott Flaschenriem, Suzanne Gaines and Laura McCullough
 - 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: Witucki made a motion, seconded by Hahn: to amend the agenda, by moving item 11a to be after 11e instead. Motion by Huhmann, seconded by Mather to approve the amended agenda. MOTION CARRIED.
6. Public comments: Bob Willow requested that he and Jack Holzhueter be on the agenda next month to speak about Preservation. He didn't realize he was on this month's agenda. Consensus to create an agenda item for this next month.
7. Reading and approval of the November 2023 minutes. Seguin moved to approve the minutes, seconded by Lyon. Mather abstained. MOTION CARRIED.
8. Approval of Bills & Payroll. Mandelson moved to approve the December 2023 bills and payroll, seconded by Hahn. MOTION CARRIED.
9. 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: Facilities and Capital Planning Committee, 150th Anniversary of Libraries in Dunn County, and met with Sterk as well. He also attended Don Kuether's funeral and Deb Nelson's retirement open house.
 - d. Director's report: (Joleen Sterk) Sterk's report was in your packets. She noted that her ideas for using the Storytime room have been amended. She would like to remove the risers, replace the rug with new wipable surface flooring, and have that room be a multi-purpose room for small meetings, messy play area for kids and a temporary staff office when needed. She thought it could be reservable on the same day like the Gesche Room is.
10. Old business:
 - a. The Facilities and Capital Planning Committee (FCPC)
 1. The minutes from their meeting on December 6th are in your packets.
 - i) Outdoor project: They had a call with Ayres Associates and are waiting for some new quotes: one with a tradition building

process and another with a more streamlined process. They are concerned that Phase I is a small project which may make it difficult to attract bidders. At this time there is \$221,000 available for Phase I, which was originally estimated to cost around \$250,000. They are seeking to purchase the land that Xcel Energy owns. Their next meeting will be 1-17-24 at 4:00 PM.

- ii) Roof replacement: no news at this time.
 2. Fundraising: no news at this time.
 3. 150th Anniversary of Libraries in Dunn County: A new banner and bookmarks have been ordered for this series of events. There will be a trivia question each month on the Library website. Michael Perry and Stuart Stotts will both be invited to do speaking events. Dragon Tale Books is partnering with us to bring William Kent Krueger to the Mabel Tainter Theater as well.
11. New Business:
- a. Preservation: This will be discussed next month instead.
 - b. Policy Review: Library Policy manual:
 1. Section 4: Hours of Operation
Motion by Mather, seconded by Seguin, to approve all three of the items below. MOTION CARRIED.
 - i) To amend the open hours on Saturdays starting the week of 2/5/23. The new open hours will be from 9 am – 3 pm.
 - ii) To include the day after Thanksgiving as a paid holiday.
 - iii) To close the Library to the public on Martin Luther King Day, but to use that day for staff development and training.
 2. Section 10: Public Use Areas/Meeting Room Policy. Motion by Witucki, seconded by Hahn, to approve both of the following items. MOTION CARRIED.
 - i) Amend the policy to allow groups to reserve the meeting room up to 6 months in advance.
 - ii) Amend the general rules to allow reservation to be made no more than 6 months in advance.
 - c. Proposed removal of overdue fines: The Board has requested more information before making this change.
 - d. Sterk presented the job description for a replacement for Debbie Nelson. The new job description is labelled, “Programming Coordinator.”
 - e. 2024 Budget: Motion by Witucki, seconded by Mather, to accept the 2024 Budget as presented. MOTION CARRIED.
 - f. Recognizing Kuether: Witucki created a Resolution honoring Don Kuether. Mather asked to amend it by adding that he was also on the Bikes and Pedestrian Committee. Motion by Witucki, seconded by Huhmann, to adopt this resolution. MOTION CARRIED.
 - g. Mayo Hold Harmless: Sterk discussed this with the City Attorney first. Motion by Seguin, seconded by Mather, to accept the agreement with Mayo so they may use our Gesche Room for off-site health consultations. MOTION CARRIED.
12. Agenda planning for next Board meeting:
- a. Willow and Holzhueter: Preservation (Max time: 15 minutes)

- b. Committees:
 - 1. Facilities and Capital Planning Committee:
 - i) Outdoor Project
 - ii) Roof Replacement
 - 2. Fundraising
 - 3. 150 Year Anniversary of Libraries in Menomonie
 - c. Library Policy Review: Library Policy Manual: Sections 16-17 & 1-4
 - d. Proposed removal of overdue fines for all collections except Wi-Fi Hotspots: to maintain consistence in the MORE consortium, and to improve access for more vulnerable library cardholders in our community.
 - e. Recognition Plaques Policy and Management
 - f. Review Mission, Vision and Values
 - g. Review Goals and Strategies
13. Other business: None
14. Adjourned at 7:45 PM

Next Board Meeting: January 18, 2024 at 6:00 PM

Lisa Murray, Recording Secretary	Date	Logan Mather Secretary	Date
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