

Meeting of the
Menomonie Public Library Board of Trustees
May 18, 2023 @ 6:00 PM
In-person and Via Zoom
Minutes

1. Meeting recorded on Zoom by Sterk. A link to the recording follows:
<https://us02web.zoom.us/rec/share/qAh9QuC2oGaV8xe8f7lqr-M7h3v3raotOnoNkt62qYLLmn5lAFvx1fwF-NEpei3B.x1tgzlhMhX6HCzN4>
Passcode: %8MrAT+*
2. Call to order: by Witucki at 6:03 PM.
3. Roll Call:
 - Present: Scott Flaschenriem, Suzanne Gaines, John Grape, Don Kuether, Logan Mather, Jessica Graham, Darrin Witucki, Brian Seguin Dayle Mandelson, and Laura McCullough
 - Absent: Pat Hahn and Sara Huhmann
 - Also present: Joleen Sterk, Director; Lisa Murray, Recording Secretary, and Tracey Sorenson, Communication Specialist
4. Certification of compliance with Open Meetings Law.
5. Approval of agenda: Note: Kelly McCullough should be replaced by Laura McCullough in the roll call. Motion by Mandelson, seconded by Mather to approve the agenda as amended. MOTION CARRIED.
6. Welcome new member: Laura McCullough. Laura is our City Council representative, replacing (her husband) Kelly McCullough.
7. Public comments: None
8. Reading and approval of the April 2023 minutes. Flaschenriem moved to approve the minutes, seconded by Seguin. MOTION CARRIED.
9. Approval of Bills & Payroll. Seguin moved to approve the May 2023 bills and payroll, seconded by Mather. MOTION CARRIED.
10. Reports of the officers
 - a. Secretary's report: (Logan Mather) None
 - b. Treasurer's report: (Suzanne Gaines) None
 - c. President's report: (Darrin Witucki) Witucki forgot to attend the Library Foundation meeting on Monday, April 24th.
 - d. Director's report: (Joleen Sterk) Sterk's report was in your packets. She noted that we got the Vibrant Spaces Grant!
11. Old business:
 - a. The Outdoor Project
 - i. We have been awarded the Vibrant Spaces grant! Motion by Grape, seconded by Mather, to accept the Vibrant Spaces Grant. MOTION CARRIED.
 - ii. Ayres Associates Final Report was in your packets. They have broken the project down into 5 phases.
 - b. The Facilities and Capital Planning Committee will meet soon.
 - i. Outdoor project: They plan to break phase 1 down into two sections and determine what we can get done with the money we have from the

Vibrant Spaces Grant and the Polasky Estate. Then they will determine who to approach to assist with the financial gap.

- ii. Roof quote: this was in your packets. Sterk will put the roof replacement on the CIP report to the City and will discuss with the City Administrator ASAP.

12. New Business:

- a. Trustee education reminder: re email communication and Open Meetings Law: a reminder that you should not "Reply All" when you reply to an email from the Director as it could violate the open meetings law. Just reply directly to the person who sent it to you.
- b. Draft Budget 2024: Sterk presented a preliminary budget for 2024.
- c. Kuether, Flaschenriem & Mather agreed to be on a nomination committee to select officers for the 2023-24 term.
- d. The Director's job description was provided for review. No one suggested any changes.
- e. Sterk provided a self-assessment to the board
- f. Mandelson volunteered to be on the Director's Evaluation Committee, as well as Graham & Witucki.
- g. The Staff/Board Acknowledgement Fund policy was reviewed. Motion by Flaschenriem, seconded by Mather, to remove this policy from the Personnel Policy manual. MOTION CARRIED. Discussion ensued on a similar policy the school district has, called the "Sunshine Fund."
- h. Music Over Menomin starts next month and in order to have our meetings done prior to the event, the start time should be amended. Mather made a motion to start the meetings at 5:30 PM in June and July, seconded by Seguin. MOTION CARRIED.

13. Agenda planning for next Board meeting:

- a. Outdoor Project
 - i. Vibrant Spaces Grant Discussion
 - ii. Ayres Associates: (Chris Silewski)
- b. Draft Budget 2024
- c. Nominating Committee to Select Officers for 2023-24.
- d. Director's Objectives for Evaluation
- e. 150 Year Anniversary of Libraries in Dunn County (2024)
- f. Facilities and Capital Planning Committee: Roof Replacement

14. Other business: Thank you to Kelly McCullough for his 2 years of service to the Library Board of Trustees!

15. Adjourned at 7:45 PM

Next Board Meeting: June 15, 2023 at 5:30 PM

Please note the new time

Lisa Murray,
Recording Secretary

Date

Logan Mather
Secretary

Date