

Meeting of the  
Menomonie Public Library Board of Trustees  
August 17, 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/4SqsL5PqvMfsOLksw5lRWSptWXTwm8jlBsSA68IMZmkdCvE-Up6foWGAohddWmhX.B52yY8Puho4O-yrI>  
Passcode: b3F@aU1p
2. Call to order: by Grape at 6:01 PM.
3. Roll Call:
  - Present: Scott Flaschenriem, Suzanne Gaines, John Grape, Don Kuether, Logan Mather, Jessica Graham, Darrin Witucki, Pat Hahn, Sara Huhmann, Dayle Mandelson, and Laura McCullough
  - Absent: Brian Seguin
  - Also present: Joleen Sterk, Director; and Lisa Murray, Recording Secretary
4. Certification of compliance with Open Meetings Law.
5. Approval of agenda: Correction was noted to change the date on item 10a1 to 8-2-23. Motion by Mather, seconded by Huhmann to approve the agenda as amended. MOTION CARRIED.
6. Public comments: None
7. Reading and approval of the July 2023 minutes. Flaschenriem moved to approve the minutes, seconded by Hahn. MOTION CARRIED.
8. Approval of Bills & Payroll. Gaines moved to approve the August 2023 bills and payroll, seconded by Mather. Graham abstained. 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 met with Sterk twice recently and also attended the MPL Foundation meeting on 7/31/23. The Foundation has pledged \$5,000 towards the 150 year celebration.
  - d. Director's report: (Joleen Sterk) Sterk's report was in your packets. Highlights include attendance for Music Over Menomin around 3,000 for the summer concert series. She also passed around a flyer that will be given to Stout students, and the weekly staff newsletter. She also presented at Leadership Menomonie. Elk Mound's hours will change after Labor Day. Deb Nelson has given a retirement date of December 15<sup>th</sup>. She has been here for 19 years!
10. Old business:
  - a. The Facilities and Capital Planning Committee (FCPC) met on August 2<sup>nd</sup>.
    - i. Outdoor project: They plan to hold 2 listening sessions for the public: one of them will likely be on a Saturday in October, and the second one at the November Board of Trustees meeting. Sara Sippl has been emailing grant possibilities.

- ii. Roof: The City Administrator was at the FCPC meeting. He said that the 2024 Capital purchases cycle is already closed, and that the next opportunity would be in 2025. Another roof quote was submitted by Chippewa Valley Exteriors. The committee suggests The Board delay the roof project if possible, to allow for possible City funding. Witucki will create a list of architectural concerns, in order to maintain the style of the architect.
  - a. Motion by Huhmann, seconded by McCullough, to revise the recommendations from the Facility and Capital Planning Committees regarding the roof replacement, as noted in the agenda as item 10a(ii). {"Committee recommends changing their recommendation to delay 2024 implementation to 2025, assuming it can wait that long, in order to access City funding."} Gaines abstained. MOTION CARRIED
  - b. Witucki is getting a solar bid.
  - c. The next meeting will be 8/23/23.

11. New Business:

- a. Director's Evaluation Committee
  - i. Motion by Witucki, seconded by Mather to Meet in Closed Session at 6:45 PM, for the Purpose of Considering Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee over which the Governmental Body has Jurisdiction or Exercises Responsibility, Pursuant to Section 19.85(1)(c), Wisconsin Statutes. MOTION CARRIED.
  - ii. Personnel Matters Related to Agenda Items: Director's Evaluation
  - iii. Motion by Mandelson, seconded by Grape to Reconvene to Open Session at 7:35 PM, for the Purpose of Taking Action, as Deemed Necessary or Appropriate, on any Matter Discussed or Deliberated Upon in Closed Session. MOTION CARRIED.
- b. Motion by McCullough, seconded by Mather, to present this statement from the evaluation committee: "The Library Director's performance meets or exceeds expectations in all five areas of evaluation on both the staff and board of trustees evaluations, with some opportunities for growth. Joleen has provided leadership in both years of her employment as director and we look forward to her continued leadership and positive contributions going forward. Therefore, I move that the board of trustees recognize and thank Joleen Sterk for her service as Director of the Menomonie Public Library." MOTION CARRIED.
- c. 150 Year Anniversary of Libraries in Menomonie (2024): A committee has been created to work on this, including Ondrus and Nero from the Foundation, Sterk and Bird from the Library, and Kneeland from the Historical Society. Witucki and Flaschenriem volunteered to be on the committee as well.
- d. Sterk provided Chapters 2 & 3 from the WI Public Library Standards, as well as their 6<sup>th</sup> edition checklist.

- e. Sterk provided a new trustee orientation procedure, from the DPi website. McCullough also has some ideas for orientation and will submit them to the group.
  - f. Sterk created a new board calendar for consideration, using the current one and resources from IFLS.
  - g. Committee volunteers/appointments from the Board of Trustees:
    - i. Fundraising: There will be two levels
      - 1. Organizers: The strategic group: They will work on development of materials and marketing points, work on a timeline and on the list of potential donors.
      - 2. Do-ers: This group will take the talking points to donors/public/listening sessions. Ideally it would be 1-2 minute statements, explaining what we are doing and why. A Power Point presentation would be helpful, perhaps a brochure could be created. Mather and Witucki volunteered to be on this committee.
      - 3. Sterk volunteered staff time from Sorenson and Murray to assist with the mailing list.
12. Agenda planning for next Board meeting:
- a. 150 Year Anniversary of Libraries in Menomonie (2024)
  - b. Facilities and Capital Planning Committee: Outdoor Project & Roof Replacement
  - c. Trustee Training Week: Observations
  - d. Revised Board Calendar
13. Other business: None
14. Adjourned at 8:05 PM

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

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Lisa Murray, Recording Secretary	Date	Logan Mather Secretary	Date
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