

Meeting of the
Menomonie Public Library Board of Trustees
February 15, 2024 @ 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/TcaMyD1mqke7H8XOc1yonpkrPdqZZohAtfo-mJooH4ENPs78tnTEsBit6eQozlaH.aOmAVOqqObCqA1lO>

Passcode: 9a+2wg#J

1. Start recording meeting
2. Call to order: by Witucki at 6:01 PM. {McCullough designated Darrin Witucki to run the meeting last month as she wasn't able to attend.}
3. Roll Call:
 - Present: Logan Mather, Darrin Witucki, Pat Hahn, Sara Huhmann, Dayle Mandelson, Jessica Graham, Barb Lyon, Scott Flaschenriem, Suzanne Gaines, and Brian Seguin
 - Absent: Laura McCullough
 - Also present: Joleen Sterk, Director; Lisa Murray, Recording Secretary; and Jodi Bird, Public Services
4. Certification of compliance with Open Meetings Law.
5. Approval of agenda: Motion by Mather, seconded by Graham to approve the agenda. MOTION CARRIED.
6. Public comments: None
7. Reading and approval of the January 2024 minutes. Corrections included: remove Grape from President report and correct next meeting date. Flaschenriem moved to approve the minutes as amended, seconded by Hahn. MOTION CARRIED.
8. Approval of Bills & Payroll. Seguin moved to approve the February 2024 bills and payroll, seconded by Lyon. 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: (Open)
 - d. Director's report: (Joleen Sterk) Sterk's report was in your packets. She noted that she hired Alexa Newman as the new Programming Coordinator. She will start March 1st. She also said that the City has updated their Employee Handbook and that the Board might consider adopting their handbook as much as is possible, since theirs has been reviewed by the City Attorney. The leave accruals are one item that is different when comparing the City policies to MPL's policies. She will review other similar sized library's policies for comparison and prioritize which areas of the Handbook to focus on first.
10. Old business:
 - a. The Facilities and Capital Planning Committee (FCPC)
 1. They met on February 12th. The minutes have not yet been distributed.
 - i) Outdoor Project: The City has designated \$29K from the ARPA funds towards this project. Since City funds are involved, the project is required to go to bid. Witucki shared a proposal from Ayres for \$29K for the professional services associated with Phase 1. Motion by Seguin, seconded by Flaschenriem, to secure the services of Ayres Architecture for design of Phase 1, as per their proposal. MOTION CARRIED.
 - ii) Roof replacement: no news at this time.
 - iii) Other capital improvements: Bartingale recently told us the air handlers are close to reaching the end of their useful life expectancy. Witucki is researching this.

2. Fundraising: no news at this time.
 3. 150th Anniversary of Libraries in Dunn County: The Library is running a monthly trivia campaign with a library theme. El Ondrus and Sheri Nero have been working with a PEO to get ribbons on the 150 year logo bookmarks. Graham offered to get them to the children in the school district.
11. New Business:
- a. Graham nominated Seguin to be President and Mandelson as Vice President, seconded by Huhmann. MOTION CARRIED. They will stay in these roles until the annual meeting in July.
 - b. Annual Report for the year 2023: Flaschenriem noted that Seguin was listed twice on the report (Remove #13) and it appears as if there are actually 2 open positions instead of one. Motion by Flaschenriem, seconded by Hahn: to accept the Annual Report as amended. MOTION CARRIED.
 - c. Act 150: The 2023 ACT 150/420 calculations for the 2025 budget were in your packets. Motion by Seguin, seconded by Mather: to accept the calculations as presented. MOTION CARRIED.
 - d. Library Policy Review: Library Policy manual:
 - i) Sections 16-17 and 1-4 still need to be reviewed. This will be on the agenda next month.
 - e. Recognition plaques: Policy and management. Sterk is researching this by viewing other libraries' policies. She sent out the policy she mentioned from the San Luis Obispo, California library, and today has included the Jefferson County Library (CO) naming rights policy. This will be on next month's agenda to discuss.
 - f. Nepotism policy: This will be provided next month and compared to the new City policy.
 - g. Order of succession: The bylaws were presented: Section 2, pages 2-3 from the Policy Manual. They do not specify who would lead the meeting in the absence of both the President and Vice President. Motion by Witucki, seconded by Graham, to add this language: "In the event of absence or disability of both the President and Vice President, or of vacancies in those offices, the remaining officers will fulfil the interim roles as confirmed by the board. MOTION CARRIED.
 - h. WLA Library Legislative Day: This was held this month in Madison at the State Capital.
12. Agenda planning for next Board meeting:
- a. Committees:
 1. Facilities and Capital Planning Committee:
 - i) Outdoor Project
 - ii) Roof Replacement
 2. Fundraising
 3. 150 Year Anniversary of Libraries in Menomonie
 - b. Introduce new employee: Alexa Newman, Programming Coordinator
 - c. Recognition Plaques: Policy and Management
 - d. Review nepotism policy
 - e. Review WI Public Library Standards (Trustee Essentials Chapter 12)
 - f. Review Long Range Plan and Technology Plan
 - g. Capital Improvement Requests
 - h. Budget 2025
 - i. Fine Free Update
 - j. Review Gift and Trust Fund balance and priorities
13. Other business: None
14. Adjourned at 7:10 PM

Next Board Meeting: March 21, 2024 at 6:00 PM

Lisa Murray,
Recording Secretary

Date

Logan Mather
Secretary

Date