

Meeting of the
Menomonie Public Library Board of Trustees
April 18, 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/ffAng--TbhuJHRafHtB2b-EvMH3jSVzR1GgvoYqwxPjplSfg5VONrLzNYri7vdmn.rdSKlc4RmBnDS0dJ>

Passcode: T1.T.7EH

1. Start recording meeting
2. Call to order: by Seguin at 6:00 PM.
3. Roll Call:
 - Present: Darrin Witucki, Pat Hahn, Dayle Mandelson, Jessica Graham, Barb Lyon, Scott Flaschenriem, Suzanne Gaines, and Brian Seguin
 - Absent: Sara Huhmann, Laura McCullough and Logan Mather
 - Also present: Joleen Sterk, Director; Lisa Murray, Recording Secretary; and Jennifer Atkinson, Circulation Supervisor
4. Certification of compliance with Open Meetings Law.
5. Welcome new member Hullberg! We all introduced ourselves.
6. Approval of agenda: Item 12b will not be possible as Alexa is working the Jim Gill concert tonight. Motion by Mandelson, seconded by Hahn to approve the agenda as amended. MOTION CARRIED.
7. Public comments: None
8. Reading and approval of the March 2024 minutes. Lyon moved to approve the minutes, seconded by Gaines. Flaschenriem abstained. MOTION CARRIED.
9. Approval of Bills & Payroll. Flaschenriem moved to approve the April 2024 bills and payroll, seconded by Witucki. 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: (Seguin) Seguin said he had more flow this month than last month (regarding leading the meeting)
 - d. Director's report: (Joleen Sterk) Sterk's report was in your packets. She noted that all comment features have been turned off on our social media accounts, as per the new City policy. Discussion ensued with many suggestions, including "pre-comment moderation." Witucki referenced the ALA Social Media Guidelines and will share that with the group. Request to put the social media policy on the agenda next month.
11. Old business:
 - a. The Facilities and Capital Planning Committee (FCPC)
 1. The FCPC has met on 3/27, and the agenda and minutes are in your packet.
 - i) Outdoor Project: They provided the board with copies of the CVT Chosen Valley Testing geotechnical evaluation proposal and the Cedar Corp authorization to perform survey services. These were approved as part of Phase I: at our February meeting. Seguin will attend the Library Foundation meeting on 4/29 and will represent the FCPC as well as the Board of Trustees. The lobby and soffit light bulbs have been updated to more accurately reflect John Howe's vision.
 - ii) Roof: no news yet
 - b. Capital Improvement Requests: We will be putting the roof on the capital improvement requests to the City.
 - c. A draft budget 2025 was presented. There is a 2% adjustment on most lines. There likely will be a shortfall of around \$45K due to the ACT 150 calculations.
 - d. Fine Free Update: Sterk provided statistics for long overdue items returned in the first quarter of 2024, vs. first quarter 2023, along with some other comparisons.
 - e. Gift and Trust Fund
 1. Review balance and priorities: discussion on when the bills will need to be paid for the Outdoor project.

2. Compare interest rates for investing funds: several quotes were presented from various local and online financial institutions. Consensus to stay local for investments. Need Ayres payout schedule to determine how much will be spent in 2024. Put this item back on the agenda for next month. The Vibrant Spaces funds need to be spent in 2024, but the ARPA funds only need to be “obligated.”
 - f. A draft Recognition policy was presented. Motion by Mandelson, seconded by Witucki, to approve the recognition policy as presented. Flaschenriem suggested an amendment: to finish the last sentence of the last paragraph by eliminating the words, “under unusual or extraordinary circumstances.” Gaines asked to move the last paragraph under “signage” and place it as the last paragraph under Financial contributions instead. MOTION CARRIED AS AMENDED.
 - g. Policy updates: Section 1-5 of Library Personnel Policy Manual vs City policies. Sterk presented these to the board via email. Consensus to create a subcommittee to review the many policies. Hullberg and Graham agreed to be on this committee. Sterk requested the Nepotism policy be reviewed today as we are in violation of our own policy since Mr. Atkinson became the City Administrator, as his wife is our circulation manager. Motion by Witucki, seconded by Mandelson: to approve the updated Nepotism policy as presented. Discussion ensued. Mandelson withdrew her motion. Flaschenriem seconded Witucki’s motion. Gaines amended the motion to approve the first paragraph of the Nepotism policy as presented. The rest of the policy will be left as is and discussed further by the sub-committee. Mandelson seconded Gaines motion. MOTION CARRIED. The new policies presented by Sterk will be reviewed section by section by the sub-committee and present their suggestions before the end of the fiscal year in June.
12. New Business:
- a. The Ayres contract (which was approved in February as part of Phase I) was presented. It changed from \$29,000 to 30,000. Seguin will sign this today.
 - b. Alexa Newman, our new Programming Coordinator, was not able to join us today as she was working the Jim Gill concert.
 - c. Request for reconsideration: Ms. Pillman presented another request for reconsideration, for the book, “Families, Families, Families by Suzanne Lang and Max Lang. This standing committee will meet on April 25th at 3:00 PM at the Menomonie Public Library to review this request. A decision will be presented to her within 30 days.
13. Agenda planning for next Board meeting:
- a. Committees:
 1. Facilities and Capital Planning Committee:
 - i) Outdoor Project
 - ii) Roof Replacement
 2. Committee for Policy review
 - i) Compare updated Library policies to the new City policies
 - b. Social Media Policy: re Comments
 - c. Capital Improvement Requests
 - d. Budget 2025
 - e. Gift and Trust Fund
 1. Review balance and priorities
 2. Compare interest rates for investing some of these funds temporarily
 - f. Board terms
14. Other business: None
15. Adjourned at 7:50 PM

Next Board Meeting: May 16, 2024 at 6:00 PM

Lisa Murray,
Recording Secretary

Date

Logan Mather
Secretary

Date