

Meeting of the  
Menomonie Public Library Board of Trustees  
May 16, 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/5K3APtecoDCDIs-rG7i8jVcRtnTZMgcLMKCMCrqrmJH4OrW6LTqX6jKUQoyTI3KI.rI0eaASLCF8bntWE>  
Passcode: GS3F8V+N

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, Sara Huhmann, Laura McCullough, Helen Hullberg, Logan Mather and Brian Seguin
  - Absent: No one
  - Also present: Joleen Sterk, Director; Lisa Murray, Recording Secretary; Tracey Sorenson, Communications Specialist; and Andrea Renada
4. Certification of compliance with Open Meetings Law.
5. Approval of agenda: Mandelson asked to add the Director's Performance Evaluation Policy to other business. Motion by Mandelson, seconded by Mather to approve the agenda as amended. MOTION CARRIED.
6. Public comments: None
7. Reading and approval of the April 2024 minutes. Flaschenriem moved to approve the minutes, seconded by Lyon. Mather and Huhmann abstained. MOTION CARRIED.
8. Approval of Bills & Payroll. Mather moved to approve the May 2024 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: (Seguin) No report
  - d. Director's report: (Joleen Sterk) Sterk's report was in your packets. She noted that a new job description for the Youth Services Programmer is in your packet and will be on the agenda next month. She also noted that the person who often requests reconsideration of items at the library: presented at the County Board meeting. She is also applying for two grants. Witucki offered his assistance with the grants.
10. Old business:
  - a. Committees:
    1. The Facilities and Capital Planning Committee (FCPC) has not met since 3/27/24.
      - i) Outdoor Project: No news.
      - ii) Roof: Seguin attended the Library Foundation meeting on 4/29, representing the FCPC as well as the Board of Trustees. He noted that the City Administrator, Eric Atkinson: said that the Mayor and he would support half of the cost of our new roof, providing the Library Foundation supported the other half of the cost. The other option was to take out a loan for the roof replacement, and in that case, the City would assist with the procedure, but not the costs. It is possible that one of the grants Sterk is applying for, the State of WI DOA Flexible Facilities grant, could possibly be used towards our roof replacement.
    2. The Committee for Policy Review (Hullberg & Graham): A detailed itemization of the Personnel Policy Manual, Section 4: was presented. There were several questions, many of them could be answered by Director Sterk, to present guidelines for the group. One suggestion was to decrease our orientation time to 90 days from 180 days. This is the period of time during which new hires cannot use their leave time including sick, vacation, floating holidays and Personal Time Off (PTO.) Another suggestion is to replace references to The City to be MPL instead, or an appendix could be created, describing the relationship of the library, under the structure of The City. Another suggestion would be to change the language on who can approve a time off slip, if their direct supervisor was not available:
    3. Sterk noted that the social media accounts' comment features have been turned back on: for all City departments including the library, since The City reversed their new policy. Seguin asked to view the current policy to see if it needs to be updated now.

- b. Capital Improvement Requests: We will be putting the roof on the capital improvement requests to the City. Witucki is meeting with Tim Coach from Salas O'Brien on May 23<sup>rd</sup>, to look at current HVAC system, its expected life span, and any immediate issues. They will also walk the grounds and inspect the overall building. The plan is to gather an understanding of the facility, infrastructure, and grounds to develop a scope of services and a cost estimate to develop a feasibility study and recommendation regarding future HVAC and infrastructure upgrades and replacements.
  - c. Budget 2025: The budget has not changed since last month's meeting.
  - d. Gift and Trust Fund
    - 1. Review balance and priorities: When we get a payout schedule from Ayres, we will have a better idea on when the bills will need to be paid for the Outdoor project.
    - 2. Compare interest rates for investing funds: Motion Mather, seconded by Witucki: to move the Outdoor Project funds (from Polasky, Mayo and Cundiff) from the Westconsin Credit Union (WCU) checking account to a different account at WCU: that has a better interest rate, so long as there are not any penalties to remove the funds immediately when needed. Put this item back on the agenda for next month, to determine if some of the funds can be moved into a CD with an even better interest rate, depending on the payout schedule from Ayres Associates. The Vibrant Spaces funds need to be spent in 2024, but the ARPA funds from The City only need to be "obligated."
  - e. Request for reconsideration: The minutes from the request for reconsideration, for the book, "Families, Families, Families by Suzanne Lang and Max Lang, were in your packet. The committee voted to retain this item. A new request for reconsideration was presented, this time for the book, "Fuel the body, eating well," by Amanda Doering Tourville, illustrated by Ronnie Rooney. The standing committee met on May 16<sup>th</sup> at 5:30 PM at the Menomonie Public Library to review this request. A decision will be presented within 30 days.
11. New Business:
- a. Board terms: Flaschenriem, Gaines and Graham will be stepping down from the board. Giant thank you's to all of them! Andrea Renada will replace Flaschenriem, and Jim Tripp will replace Gaines. We will seek to find a replacement for Graham.
12. Agenda planning for next Board meeting:
- a. Welcome new members! Renada and Tripp
  - b. 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:
        - a. Section 4: MPL Personnel Policy Manual
    - 3. Director's Performance Evaluation Committee
    - 4. Nomination committee for selecting board officers
  - c. Budget 2025
  - d. Gift and Trust Fund
    - 1. Compare interest rates for investing some of these funds temporarily, based on Ayres Associates payout schedule.
  - e. Youth Services Programmer job description
13. Other business: Mandelson reviewed the Director's Performance Evaluation Policy and procedure. We will need volunteers for the evaluation committee. Witucki and McCullough volunteered, with Seguin as an ex-officio member. She reminded Sterk that she would need to submit her objectives to the board in June, along with last year's objectives for comparison. In July, the board will review the evaluation forms and decide on the evaluation criteria for this year. In August, they will go into Closed Session to discuss the evaluations.
14. Adjourned at 7:21 PM

**Next Board Meeting: June 20, 2024 at 6:00 PM**

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Lisa Murray,  
Recording Secretary

Date

Logan Mather  
Secretary

Date

