

Meeting of the  
Menomonie Public Library Board of Trustees  
June 20, 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/kzcHDXCnd\\_oiFhTK3eJMSVYz9NeRi-p8ZYPIkfYW6hTD6hUv7UhUVRb58ca9eqFm.tCsw3BABB15HmX3i?startTime=1718924159000](https://us02web.zoom.us/rec/share/kzcHDXCnd_oiFhTK3eJMSVYz9NeRi-p8ZYPIkfYW6hTD6hUv7UhUVRb58ca9eqFm.tCsw3BABB15HmX3i?startTime=1718924159000)  
Passcode: f4Zbh2zi

1. Start recording meeting
2. Call to order: by Seguin at 6:01 PM.
3. Roll Call:
  - Present: Darrin Witucki, Pat Hahn, Dayle Mandelson, Sara Huhmann, Laura McCullough, Helen Hullberg, Logan Mather, Brian Seguin, Jim Tripp and Andrea Renada
  - Absent: Jessica Graham, Barb Lyon, and Joleen Sterk, Director
  - Also present: Lisa Murray, Recording Secretary
4. Certification of compliance with Open Meetings Law.
5. Approval of agenda: Mandelson asked to be added to item 12e: The Director's Performance Evaluation Committee Motion by Huhmann, seconded by Mather to approve the agenda as amended. MOTION CARRIED.
6. Welcome new members Tripp and Renada: the new members introduced themselves.
7. Public comments: None
8. Reading and approval of the May 2024 minutes. Huhmann noted a correction: she had abstained from the motion approving the April 2024 minutes. Witucki moved to approve the amended minutes, seconded by Hahn. Tripp abstained. MOTION CARRIED.
9. Approval of Bills & Payroll. Mather moved to approve the June 2024 bills and payroll, seconded by McCullough. 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 noted he attended the reconsideration meeting that day and they voted to retain all 13 titles submitted. He suggested the reconsideration policy be amended to limit the number of titles that may be submitted for reconsideration at one time since there is only a 30 day period in which to review all items.
  - d. Director's report: (Joleen Sterk) Sterk's report was in your packets.
11. Old business:
  - a. Committees:
    1. The Facilities and Capital Planning Committee (FCPC) met on 6-11-24.
      - i) Outdoor Project: They are waiting for an updated timeframe and renderings from Ayres.
      - ii) Roof: Witucki noted we have received updated quotes from several vendors which are based on material type. The committee feels the best value is for a 50 year asphalt shingle. They feel \$200,000 should be enough to do the project.
      - iii) HVAC: They plan to add this to the Capital Improvement schedule at the City for 2026. Witucki sent our blueprints to Salas O'Brien for a feasibility study which will include 3 options including getting all new equipment, updating our equipment, or going with geothermal instead. Some of our equipment is aging to the point of rot.
    2. The Committee for Policy Review (Hullberg): An updated Personnel Policy Manual, Section 4: was presented by email. With Graham stepping off the board, this committee needs another member. Sterk noted in her Director's Report that it is likely we will adopt the City Policy manual with some addenda added.
  - b. Capital Improvement Requests: We will be putting the roof on the capital improvement requests to the City in 2025 and the HVAC system on in 2026.
  - c. Budget 2025: The budget has not changed since last month's meeting.
  - d. Gift and Trust Fund
    1. Review balance and priorities: We are still waiting for the payout schedule from Ayres, then we will have a better idea on when the bills will need to be paid for the Outdoor project. Murray said she would inform the board monthly regarding bills for the outdoor project and that there were 2

- bills for the Outdoor project this month. She will be transferring the funds from the new Money Market account to the checking account, to pay for those.
2. Compare interest rates for investing funds: 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
  - e. Request for reconsideration: The request for reconsideration meeting of June 20<sup>th</sup> was discussed in Seguin's President's report.
12. New Business:
- a. The Youth Services Programmer job description was in your packets. They will start advertising for this part-time position soon.
  - b. Sterk provided her objectives for the next year, as well as her objectives from last year. Seguin asked that the board review last year's objectives for the upcoming evaluation.
  - c. Board vacancy: Sterk recommended Jay Collins to the City, to replace Graham. The City Council will vote on his appointment in July.
  - d. Nomination committee for selecting officers: Mather and Huhmann volunteered to serve on this committee.
  - e. Director's performance evaluation committee (Mandelson, Witucki, McCullough & Seguin): The evaluation policy was in your packets, along with the evaluation used last year.
13. Agenda planning for next Board meeting: (The Annual Meeting)
- a. Welcome new member Collins
  - b. Committees:
    1. Facilities and Capital Planning Committee:
      - i) Outdoor Project
      - ii) Roof Replacement
      - iii) HVAC
    2. Committee for Policy review
      - i) Discuss adopting new City policies with library addenda.
    3. Director's Performance Evaluation Committee
      - i) Director's Self-Assessment
      - ii) Approve Director's goals for 2024-2025
      - iii) Approve the input for evaluation
    4. Nomination committee for selecting board officers
      - i) Present slate of officers
      - ii) Elect 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. Review reconsideration policy
  - f. Schedule of meetings
14. Other business: McCullough shared an article from Wisconsin Counties magazine, about memory cafes. Murray will email it to the board.
15. Adjourned at 7:02 PM

**Next Board Meeting: July 18, 2024 at 6:00 PM**

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Lisa Murray,  
Recording Secretary

Date

Logan Mather  
Secretary

Date