

Meeting of the
Menomonie Public Library Board of Trustees
July 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/SirZydPDWBEyUbtKkQnS1LhcYP_70WZqgbXs830gcdK4HZhoPXjRgRd-Og4o-hzW.7yYf531Gu7hLLHIX
Passcode: ZVNge9QU

1. Start recording meeting
2. Call to order: by Seguin at 6:03 PM.
3. Roll Call:
 - Present: Darrin Witucki, Dayle Mandelson, Barb Lyon, Sara Huhmann, Brian Seguin, Jim Tripp, Andrea Renada and Jay Collins
 - Absent: Laura McCullough, Helen Hullberg, Logan Mather and Pat Hahn
 - Also present: Joleen Sterk, Director; Lisa Murray, Recording Secretary and Chris Silewski, Ayres and Associates
4. Certification of compliance with Open Meetings Law.
5. Approval of agenda: The Request for Reconsideration policy was added to Other Business. Motion by Witucki, seconded by Huhmann to approve the agenda as amended. MOTION CARRIED.
6. Welcome new member Collins: Collins introduced himself.
7. Public comments: None
8. Reading and approval of the June 2024 minutes. Lyon noted a correction: she was absent but was listed as both present and absent, as was Graham & Sterk. Mandelson moved to approve the amended minutes, seconded by Lyon. MOTION CARRIED.
9. Approval of Bills & Payroll. Huhmann moved to approve the July 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 noted he met with Sterk last week.
 - d. Director's report: (Joleen Sterk) Sterk's report was in your packets. She noted the 4.25 Million dollar flex grant she applied for, with Atkinson's help as well as ScapeGoats: a local company that rents out goats who will graze on our lake bank in the near future, eliminating many invasive plants. She also noted the Friends of the Library gifted the library with \$6000 recently, to go towards puzzles, 1K books and material for book bags. She announced Hullberg's resignation due to health issues.
11. Old business:
 - a. Committees:
 1. The Facilities and Capital Planning Committee (FCPC) has not met since 6-11-24.
 - i) Outdoor Project:
 - a. Chris Silewski joined us from Ayres. He passed around copies of the updated plan and timeline for discussion. He will come to Music Over Menomin on August 1st to do community engagement at Music Over Menomin that night. He is also willing to have an open meeting someday. They will need to get an official bid eventually which will be required to be posted online and advertised as well. The board agreed the hammock lounge in the master plan should be put off until such a time as the stage can be relocated. They also agreed to keep the berm on the side of the building and instead put in a seat wall which is a retaining wall with seating included. Removing the berm would require cladding the exposed part of the building which would cost more. They also agreed to keep the pine tree that would have been removed as it provides shade to the performance area. Lastly they agreed to keep the covered bike parking area and add additional bike racks. Silewski will update the plan to show the changes discussed.
 - ii) Roof: The Library Foundation meets on 7/29/24 and a representative of the Board of Trustees will attend the meeting and discuss funding the roof at that time.

2. The Committee for Policy Review (Hullberg): This was tabled until the next meeting.
 - b. Capital Improvement Requests: No news here.
 - c. Budget 2025: The budget has not changed yet.
 - 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 noted there was 1 bill 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 that.
 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. Nomination committee for selecting officers: (Mather and Huhmann) Huhmann presented a slate of officers: Seguin as President, Witucki as Vice President, Renada as Secretary and Huhmann as Treasurer. Motion by Mandelson, seconded by Collins to accept the slate of officers and cast a unanimous ballot. The group was asked three times if there was any further discussion but there was not. MOTION CARRIED.
 - f. Director's performance evaluation committee (Mandelson, Witucki, McCullough & Seguin): The Director's evaluation forms were in your packet, along with an envelope to place them into. They need to be returned to Murray by 7/26/24.
 1. Motion by Lyon, seconded by Mandelson, to approve the Director's objectives for the next year. MOTION CARRIED.
 2. Motion by Witucki, seconded by Huhmann, to accept the input (form) presented for the Director's evaluation.
12. New Business:
- a. The City of Menomonie gave their employees a 2% raise in January and July. The Library gave the 2% raise in January and would like to give the Library employees the 2% raise in July as well. Motion by Mandelson, seconded by Renada, to give a 2% raise to all Library staff effective with the 2nd payroll of July 2024. MOTION CARRIED.
 - b. Sterk provided an updated Board Calendar, which covers a three year period.
13. Agenda planning for next Board meeting:
- a. Committees:
 1. Facilities and Capital Planning Committee:
 - i) Outdoor Project
 - a. Updated materials from Silewski
 - ii) Roof Replacement
 2. Committee for Policy review
 - i) Discuss adopting new City policies with library addenda.
 - ii) Request for Reconsideration policy review
 3. Closed Session: Director's Performance Evaluation
 - b. Budget 2025
 - c. Gift and Trust Fund
 1. Compare interest rates for investing some of these funds temporarily, based on Ayres Associates payout schedule.
14. Other business:
- a. Request for Reconsideration Policy: The amended Request for Reconsideration policy was presented. It will be voted on next month.
 - b. The schedule of meetings was presented for the next year.
15. Adjourned at 7:41 PM

Next Board Meeting: August 15, 2024 at 6:00 PM

Lisa Murray,
Recording Secretary

Date

Logan Mather
Secretary

Date