

Meeting of the  
Menomonie Public Library Board of Trustees  
November 21, 2024 @ 6:00 PM In-person and Via Zoom  
Draft Minutes

Meeting recorded on Zoom by Sterk. A link to the recording follows:  
[https://us02web.zoom.us/rec/share/lcdouJE3YboVCCodPf-daah9L-Eun\\_aQpOuLwZIU1s6cUilkjtcKIOBehfEEIrxr.GHJSpdjgX5EDk\\_9r](https://us02web.zoom.us/rec/share/lcdouJE3YboVCCodPf-daah9L-Eun_aQpOuLwZIU1s6cUilkjtcKIOBehfEEIrxr.GHJSpdjgX5EDk_9r)  
Passcode: dreG9@b2

1. Start recording meeting
2. Call to order: by Seguin at 6:00 PM.
3. Roll Call:
  - Present: Darrin Witucki, Andrea Renada, Barb Lyon, Sara Huhmann, Brian Seguin, Jim Tripp, Pat Hahn, Logan Mather, Laura McCullough and Jay Collins
  - Absent: Rick Nagler and Dayle Mandelson
  - Also present: Joleen Sterk, Director and Lisa Murray, Recording Secretary
4. Certification of compliance with Open Meetings Law.
5. Approval of agenda: Motion by Huhmann, seconded by Mather to approve the agenda. MOTION CARRIED.
6. Public comments: None
7. Reading and approval of the October 2024 minutes. Lyon moved to approve the minutes, seconded by Huhmann. McCullough abstained. MOTION CARRIED.
8. Approval of Bills & Payroll. Mather moved to approve the November 2024 bills and payroll, seconded by Renada. MOTION CARRIED.
9. Reports of the officers
  - a. Secretary's report: (Andrea Renada) None
  - b. Treasurer's report: (Sara Huhmann) None
  - c. President's report: (Seguin) None
  - d. Director's report: (Joleen Sterk) Sterk's report was in your packets. City and County funding approved.
10. Old business:
  - a. Outdoor Project:
    1. Project awarded to Haas with some items removed from the original bid: pergola, trash enclosure & fire feature,
    2. We still need a payout schedule from Ayres.
  - b. Policy review:
    1. Remove outdated job descriptions: Discussion about removing outdated job descriptions. Motion by McCullough, seconded by Mather: to remove the 11 outdated job descriptions as presented. These include Assistant Director, Adult Services Dept. Head, Youth Services Dept. Head, Library Assistant II, Library Clerk I, Library Page II, Maintenance (Full time), Administrative Secretary (Part time), Volunteer Coordinator (Part time), On-call Maintenance assistant & On-call Library Assistant III. MOTION CARRIED
  - c. Director's performance evaluation:
    1. Motion by McCullough, seconded by Collins: to Meet in Closed Session for the Purpose of Considering Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee over which the Governmental Body has Jurisdiction or Exercises Responsibility, pursuant to Section 19.85(1)(c), Wisconsin Statutes. The recording was paused and Murray left the room.
    2. Roll call: Present: Brian Seguin, Darrin Witucki, Sara Huhmann, Barb Lyon, Jay Collins, Jim Tripp, Andrea Renada, Pat Hahn, Laura McCullough and Logan Mather.
    3. Absent: Rick Nagler & Dayle Mandelson
    4. Personnel Matters Related to Agenda Items: Director's Evaluation
    5. Motion by Mather, seconded by Lyon to Reconvene to Open Session for the Purpose of Taking Action, as Deemed Necessary or Appropriate, on any Matter Discussed or Deliberated Upon in Closed Session. The recording was resumed and Murray joined the group.
    6. No action was taken during the closed session.

11. New Business:
  - a. The new board calendar for 2025 was reviewed.
12. Agenda planning for next Board meeting:
  - a. Reading and approval of Special Board meeting on 10-30-24
  - b. Outdoor Project
    1. Ayres: payout schedule
  - c. Roof Replacement
  - d. Policy Review
    1. Amend bylaws: (Tripp suggestions)
  - e. Gift and Trust Fund
    1. Move funds: When we have a payout schedule from Ayres: Determine if some of the funds can be moved from checking into a CD or account with a better interest rate.
13. Other business: 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.
14. Adjourned at 7:05 PM

**Next Board Meeting: December 19, 2024 at 6:00 PM**

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Lisa Murray,  
Recording Secretary

Date

Andrea Renada  
Secretary

Date