

Menomonie Public Library Board of Trustees  
Meeting Minutes: December 19, 2024 at 6pm  
Menomonie Public Library Meeting Room and via Zoom\*  
[Meeting recorded](#) by Sterk. Passcode:!k9&gzfz

1. Start recording meeting
2. Call to Order: by Witucki at 6:02 pm
3. Roll Call:
  - Present: Darrin Witucki, Andrea Renada, Barb Lyon, Sara Huhmann, Jim Tripp, Dayle Mandelson, Logan Mather, Rick Nagler, Laura McCullough, Pat Hahn and Jay Collins
  - Absent: Brian Seguin
  - Also Present: Joleen Sterk, Director and Lisa Murray, Recording Secretary
4. Certification of compliance with Open Meetings Law.
5. Approval of Agenda: Motion by Mather, seconded by Lyon to approve the agenda. MOTION CARRIED
6. Public Comments: None
7. Reading and approval of the minutes:
  - a. November 21, 2024: McCullough moved to approve the minutes, seconded by Huhmann. Nagler abstained. MOTION CARRIED.
  - b. October 30, 2024: (Special meeting) Mather moved to approve the minutes, seconded by Renada. Renada and Collins abstained. MOTION CARRIED.
  - c. December 5, 2024: (Special meeting) Huhmann moved to approve the minutes, seconded by Mather. McCullough and Collins abstained. MOTION CARRIED.
8. Approval of Bills & Payroll: Huhmann moved to approve the December 2024 bills and payroll, seconded by Lyon. 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.
10. Old Business
  - a. Outdoor Project: Discussed.
11. New business
  - a. Director's Revised Goals and Objectives: Sterk provided the approved goals and objectives from the July 18, 2024 meeting. No changes have been made.
  - b. Policy Updates
    1. Bylaws (Tripp): It was brought to the board's attention that any bylaw changes must be presented to the board at least 10 days prior to the meeting (see Article IX in the bylaws.) The following 4 items will be on next month's agenda for review.
      - i) Article III, Section 2: Calendar
      - ii) Article IV, Section 7: Video Conferencing
      - iii) Article IV, Section 9: Public Comments
      - iv) Article VI, Section 6: Legislation

2. Section 4 Clarification re: Full time staff Vacation Accruals: Sterk is meeting with The City's Payroll Specialist/HR Koch regarding this and it will be on next month's agenda for review.
3. Petty cash: IFLS Director Thompson suggested the Library change from \$250 in petty cash to only \$100. This will be on the agenda next month along with the Library's current Financial Policy (Chapter 13 of the Policy manual.)
4. Collection agency: Sterk suggested the Library change its current policy in Section 6, page 5 regarding overdue notifications and collection agency usage. Tripp will research information on another collection system which may be less expensive. The board would also like to see the return rate and cost of this service. This will be on next month's agenda.

12. Agenda planning for next Board meeting

- a. Outdoor Project
  1. Updated materials from Silewski: including a payout schedule
- b. Roof Replacement
- c. Policy Review:
  1. Section 4: Clarification re: Full time staff Vacation Accruals
  2. Section 13: Financial Policy re: Petty cash procedures
  3. Section 6: Circulation Policy re: Overdue notification and the usage of a materials recovery agency
  4. Section 16: Director's Evaluation Policy: timing of goals and objectives and mirror same in updated board calendar.
- d. Bylaw Review:
  1. Article III, Section 2: Timing of the Nominating Committee.
  2. Article IV, Section 7: Video Conferencing added
  3. Article IV, Section 9: Public Comments vs language in current reconsideration policy
  4. Article VI, Section 6: Legislation: eliminate "study and"
- e. Gift and Trust Fund
  1. Compare interest rates for investing some of these funds temporarily, based on Ayres Associates payout schedule.
- f. Trustee Essentials Chapter 2 and the Appendix

13. Other Business: None

14. Adjourned at 7:18 pm

15. Next Meeting: January 16, 2025, 6 pm, Menomonie Public Library Meeting Room

Lisa Murray, Recording Secretary (date)

Andrea Renada, Secretary (date)

\*Meeting recording can be found at [menomonielibrary.org/library-board-of-trustees-meeting-minutes](http://menomonielibrary.org/library-board-of-trustees-meeting-minutes)