

Menomonie Public Library Board of Trustees  
**Meeting Minutes: January 16, 2025 at 6pm**  
Menomonie Public Library Meeting Room and via Zoom\*  
[Meeting recorded](#) by Sterk. Passcode: !v!Ed7\$u

1. Start recording meeting
2. Call to Order: by Seguin at 6:00 pm
3. Roll Call:

Present: Darrin Witucki, Barb Lyon, Sara Huhmann, Brian Seguin, Jim Tripp,  
Dayle Mandelson, Logan Mather, Rick Nagler and Jay Collins

Absent: Andrea Renada, Laura McCullough and Pat Hahn

Also Present: Joleen Sterk, Director and Lisa Murray, Recording Secretary
4. Certification of compliance with Open Meetings Law.
5. Approval of Agenda: Motion by Mandelson, seconded by Mather to approve the agenda.  
MOTION CARRIED
6. Public Comments: None
7. Reading and approval of the December 19, 2024 minutes: Huhmann moved to approve the minutes, seconded by Mather. Seguin abstained. MOTION CARRIED.
8. Approval of the January 16, 2025 Bills & Payroll: Witucki moved to approve the bills and payroll, seconded by Mandelson. 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) Seguin thanked Witucki for running the December meeting
  - d. Director's report: (Joleen Sterk) Sterk's report was in your packets.
10. Old Business
  - a. Outdoor Project: We are still waiting on a payout schedule from Ayres.
  - b. Roof replacement: The City is hoping they will have a plan for this by the middle of the year.
11. New Business:
  - a. Director's Revised Goals and Objectives: This was addressed last month.
  - b. Policy Review:
    1. Section 4: Clarification re: Full-time staff vacation accruals. Sterk provided clarification that the information approved on October 17<sup>th</sup>,

2024 included a comparison of the City accruals vs the MPL accruals along with suggested adjustments to current full-time staff in the bottom table. New hires will have their accruals based on the City's accrual schedule.

2. Section 13: Financial Policy re: Petty cash procedures. Sterk provided a new procedure for handling the petty cash, held by the petty cash custodian as well as the change funds, which are held in the cash register at circulation. This will be researched further and presented again next month.
3. Section 6: Circulation policy re: overdue notification and the usage of a materials recovery agency. Sterk provided information from our collections agency: Unique Management, as well as the current circulation policy with amendments. Motion by Witucki, seconded by Lyon, to approve the updated section 6 but to bring back in: the struck language about the collection agency. This was noted in paragraph 5 of Section 6, page 5 under notifications. Page 7 was eliminated.
4. Director's Evaluation Policy: timing of goals and objectives and mirror same in updated board calendar. This will be on next month's agenda.

c. By-law Review:

1. Article III, Section 2: Timing of Nominating Committee. Motion by Tripp, seconded by Mather, to strike "three months prior to the annual meeting," and replace that with: "at the regular June Board of Trustees meeting." In addition: to strike, "that time," and replace with "the annual meeting." MOTION CARRIED.
2. Article IV, Section 7: Video conferencing added. Motion by Tripp, seconded by Witucki, to add "or videoconference," following the word: "person." MOTION CARRIED.
3. Article IV, Section 9: Public comments vs. language in current reconsideration policy. Motion by Tripp, seconded by Mather: to strike the word: "should," following the word: "commenters," and replace with the word: "must." He had suggested last month to add additional language but has retracted that suggestion. Note this only applies to public comments, not the reconsideration policy. MOTION CARRIED.
4. Article VI, Section 6: Legislation: eliminate "study and." Motion by Tripp, seconded by Witucki: to delete the words: "study and" before the words "support legislation." MOTION CARRIED.

- d. Gift and Trust Fund: 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 Haas. Seguin will reach out to Haas to attempt to get the payout schedule.
- e. Trustee Essentials Chapter 2 and the Appendix. The board should review these sections of the Trustee Essentials and bring any questions or comments to the board.

12. Agenda planning for next Board meeting

- a. Outdoor Project
  - 1. Haas payout schedule
- b. Policy Review
  - 1. Section 13: Financial Policy re: Petty cash procedures
  - 2. Section 16: Director's Evaluation Policy: Form a committee to review policy including timing of goals and objectives and ensure they mirror the same in the updated board calendar.
  - 3. Reconsideration Policy: Discussion. Compare language to that in bylaw Article IV, Section 9. Check with legal team to determine if we can limit who challenges this policy.
- c. Gift and Trust Fund: Compare interest rates for investing funds. Determine if some of the funds can be moved into a CD with an even better interest rate, depending on the payout schedule from Haas.

13. Other Business: None

14. Adjourned at 7:05 pm

15. Next Meeting: February 20, 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)