

Menomonie Public Library Board of Trustees

Meeting Minutes: February 20, 2025 at 6pm

Menomonie Public Library Meeting Room and via Zoom*

[Meeting recorded](#) by Sterk. Passcode: 3@2v5sSN

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, Andrea Renada, Laura McCullough and Pat Hahn and Jay Collins

Absent: Logan Mather and Rick Nagler

Also Present: Joleen Sterk, Director; Lisa Murray, Recording Secretary; and Eric Atkinson, City Administrator
4. Certification of compliance with Open Meetings Law.
5. Approval of Agenda: Motion by Huhmann, seconded by Renada to approve the agenda. MOTION CARRIED
6. Public Comments: None
7. Reading and approval of the January 16, 2025 minutes: Lyon moved to approve the minutes, seconded by Mandelson. Hahn abstained. MOTION CARRIED.
8. Approval of the February 2025 Bills & Payroll: Mandelson moved to approve the bills and payroll, seconded by Hahn. MOTION CARRIED.
9. Approval of Amended 2025 Budget: Tripp moved to approve the amended 2025 Budget, seconded by Huhmann. The new lines added were for the Vibrant Spaces and ARPA grants. MOTION CARRIED.
10. Approval of Donations: 2024 and YTD 2025. Motion by Collins, seconded by Lyon: to approve the list of donations given in 2024 as well as Year to Date donations from 2025. MOTION CARRIED. These will now be listed monthly.
11. Reports of the Officers
 - a. Secretary's report: (Andrea Renada) None
 - b. Treasurer's report: (Sara Huhmann) None
 - c. President's report: (Seguin) Seguin noted he attended the Library Foundation meeting last month. The Foundation received a larger payout from the Community Foundation of Dunn County, due to the market performance. They have committed to assisting with the financing of the roof replacement.
 - d. Director's report: (Joleen Sterk) Sterk's report was in your packets. She said we would be closing the library one day in March as the computer system is

getting moved to a different server, resulting in many services not being available that day. We will do a staff development day instead.

12. Old Business

- a. Outdoor Project: Groundbreaking is likely to be in May. We are still waiting on a payout schedule from Haas. Witucki will schedule a Facilities meeting, and will set up a pre-construction meeting with Chris Silewski from Ayres Associates and Haas.
- b. Roof replacement: No new news on this yet.

13. New Business:

- a. City attorney opinion regarding Library employee benefits: Atkinson spoke on this subject. He will create a procedural precedent type of document: to suggest ways the library manual can align with the City's handbook and can adjust the City's handbook to add language regarding the Library Director's Department Head status as well.
- b. Policy Review:
 1. Section 13: Financial Policy re: Petty cash procedures. Sterk provided a new procedure last month: 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. Motion by Mandelson, seconded by Tripp: to accept the new petty cash procedure provided by Sterk. MOTION CARRIED.
 2. Director's Evaluation Policy: timing of goals and objectives and mirror same in updated board calendar. This will be on next month's agenda.
 3. Reconsideration policy: Sterk had emailed the board with information from Cecelia Cole of IFLS suggesting that the Library cannot limit who makes public comments. With this in mind, we need to amend Bylaw Article IV, section 9 to strike the last sentence. This will be on the agenda next month.
- c. Gift and Trust Fund: Compare interest rates for investing funds: Haas has not yet provided the payout schedule. 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.
- d. Annual Report 2024: This infographic was in your packets. The full report will be presented when it is finalized.
- e. ACT 150 reimbursements received in 2024: Sterk reported that all of the counties paid their reimbursements to MPL in 2024
- f. 2024 usage and expenditure statistics for service to rural residents without library service to Dunn County and adjacent counties and reimbursement requests.

- g. Trustee Essentials 14: Open Meetings Law & TE 15: Public Records Law were in your packets. The board should review these sections of the Trustee Essentials and bring any questions or comments to the board. TE 15 will be on next month's agenda, to compare it to The City of Menomonie's policy.

14. Agenda planning for next Board meeting

- a. Outdoor Project: Haas payout schedule & Facilities Committee meeting
- b. Roof Project
- c. City Administrator's suggestions on Library employee benefits
- d. By-law Review: Article IV, Section 9: Remove last sentence
- e. Policy Review
 - 1. Section 16: Director's Evaluation Policy: A committee including Seguin, Witucki, Renada and Mandelson as a non-voting consultant will review this policy, and the timing of goals and objectives and ensure they mirror the same in the updated board calendar.
 - 2. 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.
- f. 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. Huhmann will research rates.

15. Other Business:

- a. Tripp cautioned everyone to beware of Medicare fraud and phone scams.
- b. McCullough announced she is not running for City Council again this year so her term will be up in April. She would be interested in being on this board again when a different position opens up.
- c. Sterk had information from the upcoming "History Wall" to view and welcomed feedback.

16. Adjourned at 7:30 pm

17. Next Meeting: March 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