

Menomonie Public Library Board of Trustees

Meeting Minutes: March 20, 2025 at 6pm

Menomonie Public Library Downstairs Meeting Room and via Zoom*

[Meeting recorded](#) by Sterk. Passcode: UJaB11A.

1. Start recording meeting

2. Call to Order: by Witucki at 6:01 pm

3. Roll Call:

Present: Darrin Witucki, Sara Huhmann, Jim Tripp, Dayle Mandelson, Andrea Renada, Laura McCullough and Rick Nagler

Absent: Barb Lyon, Logan Mather, Pat Hahn, Brian Seguin and Jay Collins

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 Mandelson to approve the agenda. MOTION CARRIED

6. Public Comments: None

7. Reading and approval of the February 20, 2025 minutes: Mandelson moved to approve the minutes, seconded by McCullough. Nagler abstained. MOTION CARRIED.

8. Approval of the March 2025 Bills & Payroll: Huhmann moved to approve the bills and payroll, seconded by Nagler. MOTION CARRIED.

9. Approval of donations: McCullough moved to approve the donations given since the last board meeting, seconded by Renada. MOTION CARRIED.

10. 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. She reminded the board we would be closing the library on March 25th, as the computer system is getting moved to a different server. We will do some staff development that day. She also noted the Friends of the Library Book Sale has been going on for 2 weeks and have made around \$8,000.

11. Old Business

a. Outdoor Project: Haas claims they are not contracted to give us a payout schedule. 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.

- c. City administrator's suggestions regarding Library employee benefits:
Atkinson is on vacation. This will be on next month's agenda.
- d. By-law Review: Article IV, Section 9: Motion by McCullough, seconded by Huhmann to remove the last sentence: "Commenters should must live within Dunn County, or use the Menomonie Public Library, or its Elk Mound branch site as their home library." MOTION CARRIED.
- e. Policy Review:
 - i. 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. Committee has not met yet.
- f. Gift and Trust Fund: Compare interest rates for investing funds: Murray explained the interest rates on each bank account currently held at WCU. Motion by Tripp, seconded by Huhmann to move \$35,000 from the Trust Fund B account (Business Checking 0084) to Money Market Savings account 003. MOTION CARRIED.
- g. ACT 150 reimbursements to be received in 2026 (based on 2024 usage and expenditure statistics for service to rural residents without library service to Dunn County and adjacent counties) Motion by Mandelson, seconded by Nagler to approve the ACT 150 calculations as presented. MOTION CARRIED.
- h. 2025 Budget Amendment: Please note the Vibrant Spaces line on the budget was doubled to include the grant plus the match.

12. New Business:

- a. 2024 Annual Report: This was emailed to the board. Motion by Tripp, seconded by McCullough to approve the 2024 Annual Report as presented. MOTION CARRIED.
- b. TE15: Public Records Law. This was compared to the MPL Policy manual and the City of Menomonie Public Records Notice and fee schedule. It was determined that The Library needs a separate policy from The City as we need to designate a legal custodian who will provide the public records and we must prominently display the name of the custodian. Motion by Witucki, seconded by Nagler: to shift A, B & C under Section 2 to be C, D & E instead, and to insert a new A as: "The Library Director is the designated custodian of public records," and B: "The Library will have a display indicating the Public Records custodian and methods for requesting public records." MOTION CARRIED.

13. Agenda planning for next Board meeting

- a. Outdoor Project: Facilities Committee meeting & Update

- b. Roof Project: No news
- c. City Administrator's suggestions on Library employee benefits: This will be on next month's agenda as Eric is on vacation.
- d. 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. Committee has not met yet. This will be on next month's agenda.
- e. Gift and Trust Funds: Consider new policy, "The Director, with written or emailed permission from the Board Treasurer, or the Business Manager, with written or emailed permission from the Director and Board Treasurer, is authorized to transfer funds within current accounts, when it is advantageous to the library, so long as liquidity of funds is maintained."

14. Other Business:

- a. This is McCullough's last meeting since she is not running for reelection on the City Council. She would consider being on the board again in the future, in a different capacity.
- b. Huhmann is stepping down after her term is up in June. She has been on the board since 2017.
- c. March Trustee Essentials Review includes TE18: Board appointments & Composition, TE3: Bylaws-Organizing the Board for Effective Action, and MPL Policy Manual Section 2: Bylaws.

16. Adjourned at 7:25 pm

17. Next Meeting: April 17, 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