

Menomonie Public Library Board of Trustees

**Meeting Minutes: April 17, 2025 at 6pm**

Menomonie Public Library Downstairs Meeting Room and via Zoom\*

[Meeting recorded](#) by Sterk. Passcode: #?S!d8=0

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

Present: Darrin Witucki, Sara Huhmann, Dayle Mandelson, Andrea Renada, Barb Lyon, Pat Hahn, Brian Seguin, Jay Collins, Rick Nagler and Sydney Brennan

Absent: Logan Mather and Jim Tripp

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 Hahn to approve the agenda.  
MOTION CARRIED
6. Public Comments: None
7. Reading and approval of the March 20, 2025 minutes: Nagler moved to approve the minutes, seconded by Lyon. Hahn, Collins and Lyon abstained. MOTION CARRIED.
8. Approval of the April 2025 Bills & Payroll: Huhmann moved to approve the bills and payroll, seconded by Hahn. MOTION CARRIED.
9. Approval of donations: Witucki moved to approve the donations given since the last board meeting, seconded by Collins. 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) Seguin noted he attended the Facilities meeting this week and reviewed Sterk's emails about the possible changes in federal funding of libraries.
  - d. Director's report: (Joleen Sterk) Sterk's report was in your packets. She noted the Friends are investing some of their book sale funds and she is getting a space utilization consultant, David Vinjamuri in this June. She is not yet sure how the federal funding is going to affect us. She said South Dakota has suspended interlibrary loan courier service to Minitex, our reciprocal trading partner in MN.

## 11. Old Business

### a. Outdoor Project:

1. Witucki discussed the recent Facilities meeting, and the agenda and minutes for that are in your packets. Along with this project they also discussed the next CIP cycle and what should be included in that list. Our HVAC system is one thing that may be reaching the end of its useful life.
2. They also had a pre-construction meeting with Haas, David Schofield, and Logan Mather and they received a construction schedule. Ground breaking will be April 21<sup>st</sup> and the project is expected to be completed around June 6<sup>th</sup>. Music Over Menomin will be held at Lakeside Park until further notice. There will eventually be a grand opening celebration.

### b. Roof replacement: The City is working on its Capital Improvement Projects and we are hopeful the roof will be re-shingled this year as one of those projects.

### c. City administrator's suggestions regarding Library employee benefits: This will be on next month's agenda.

### d. Policy Review:

- i. Section 16: Director's Evaluation Policy: A committee including Seguin, Witucki, Renada and Mandelson as a non-voting consultant reviewed this policy, and the timing of goals and objectives and ensure they mirror the same in the updated board calendar. An updated policy was provided. Motion by Witucki, seconded by Collins, to accept the updated policy, but to amend the first bullet point in June, to annually add an additional board meeting on the first Thursday in June (this year it is 6/5/25) for a special session. MOTION CARRIED.

## 12. New Business:

- a. Gift and Trust Funds: Motion by Nagler, seconded by Witucki: to add to the Financial Policy (Section 13 in the Policy Manual), "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." This should go in the Gifts section, added as the 2<sup>nd</sup> to last paragraph. MOTION CARRIED.

13. Agenda planning for next Board meeting

- a. Outdoor Project: Facilities Committee meeting & Update
- b. Roof Project
- c. City Administrator's suggestions on Library employee benefits:
- d. Director's Evaluation Committee: (Witucki, Renada and Seguin)
  - 1. Review Director's Job Description
  - 2. Determine sources of input to be used for the evaluation
- e. Director's Self-Assessment
- f. Director's Objectives for the next year
- g. May Trustee Essentials Review includes TE16: Ethics and Conflict of Interest Laws, MPL 14: Ethics and TE 4: Effective Board Meetings and Trustee Participation

14. Other comments: Welcome to new member Sydney Brennan, City Council representative who is replacing McCullough. The Board members introduced themselves. Sterk mentioned the McCullough would like to be on our board again, and possibly she could be considered to replace Huhmann in June.

15. Adjourned at 7:00 pm

16. Next Meeting: May 15, 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](https://menomonielibrary.org/library-board-of-trustees-meeting-minutes)