

Library Board Meeting Minutes
January 14, 2025 5:30pm

Friends of the Library Community Meeting Room
Minutes by L. Phelan

Board member attendees: Randall Crow, Laura Phelan, Marta Bechtol, Stefanie Moritz, Dennis Dorn, MaryBeth Paulisse

Board members absent: Aurora Pop-Vicas, Jean Phillips, Rashika Kamal

Staff attendance: Jocelyne Sansing, Rebecca Light

Call to Order at 5:30 pm

- 1. Public comment**
 - a. No public comments.
- 2. Approval of the Minutes from the December 10th, 2025 Library Board meeting (action)**
 - a. Correction made on section 5 for the amount for the vinyl wrap invoice.
 - b. Motion to approve the December minutes with the correction to section 5 made by Dennis Dorn, seconded by Marta Bechtol. Motion passed unanimously.
- 3. Approval of the December Vendor Report and financial review of 2024 212 fund operations, gifts and donations (action)**
 - a. 800 Capital Outlay - The Home Depot charges were in error and were for the parks department. The city already made the corrections on their end.
 - b. 230 Books - Ingram and Baker & Taylor are the library's biggest book vendors. Amazon is used if things are unavailable at the others.
 - c. Motion made by Dennis Dorn to approve the December vendor report with the correction to the Capital Outlay line, seconded by MaryBeth Paulisse. Motion passed unanimously.
 - d. Funds held outside the city - no statement for the 212 fund today.
 - i. The market is up right now.
 - ii. The Friends operating fund is being spent down, but it went up due to a summer reading grant from SCLS. The Friends account will now be on the vendor report because it is held with the city.
 - iii. There is a new report from the foundation showing donation information.
- 4. Development Committee**
 - a. Partnership Agreement (action)**
 - i. Stef and MaryBeth - a change was made to the agreement at the development committee meeting after talking with a financial advisor to change to a financial review every 3 years.
 - ii. On the agenda for both the Friends and Library Board. Will go to the Friends after Library Board approval.
 - iii. Would like to include the partnership agreement with the policy reviews in the future.

- iv. Motion to approve the Partnership Agreement with the change made by Stefanie Moritz, seconded by MaryBeth Paulisse. Motion passed unanimously.
 - b. Stef - talked about a brochure at the last meeting. This would be a handout that library staff at the desk can give out if there is interest in how to donate. They also discussed a more in depth brochure that could be used as a mailer for gifts to the endowment or legacy giving. Library Giving Day is on April 1st.
 - c. The next development committee meeting is in March.
- 5. **Community Campus Committee (discussion)**
 - a. Jocelyn - The committee hasn't met yet this year. Meetings are coming up with the consultant and there are 3 monthly meetings left. They should be preparing a recommendation after that.
- 6. **Trustee Essentials and Annual Calendar:**
 - a. **January – BOT 2025 goals (discussion)**
 - i. Board should support 2025 goals like the bookmobile rollout. The main goals are policy and strategic planning.
 - b. **February**
 - i. **Approve DPI annual report**
 - ii. **Annual review of gifts and donations**
 - iii. **Annual WI Library Legislative Lobby Day Feb. 11th (Dorn, Moritz, Clark, Sansing)**
 - iv. **Review term limits for Trustees and prepare for applications and/or renewals in April.**
- 7. **Monthly Road Map/Director's Report**
 - a. This is the last month for the road map in this format.
 - b. Bookmobile is at the city garage now. Madison Top Company will be there tomorrow to remove old vinyl and have large copies of the new design for review. Hopefully by mid February it will be ready to load up and staff will be able to start learning how to use it.
 - c. There were problems with the boilers the first weekend of January - all 3 were out. A part that was just replaced earlier in 2024 is already out, so they are looking into why parts aren't lasting as long as they should. The 2 smaller boilers need to be working before the main boiler can be shut down for troubleshooting.
- 8. **New business:**
 - a. **Statement of Support**
 - i. There may be a city wide statement that could be used for all departments and would be consistent. Insurance offers training courses that may be helpful to prepare staff.
 - b. **Sustainability Committee – Sustainable Purchasing Plan**
 - i. The Sustainability Committee is looking for feedback or comments on the plan.
- 9. **Next meeting: February 11th, 2025 5:30pm**
- 10. **Adjourn at 6:51 pm**