

**Minutes of the C.A. Friday Memorial Library Board of Trustees**  
**Tuesday, January 8, 2019, 4:30 pm**

**Trustees Attending:** Ard, Gjovik, Granroth, Hall, Kuney, Van Nevel

**Trustees Attending via Phone:** Peplau

**Trustees Absent:** None

**Also Attending:** Mike Darrow, Sarah Reese, Jennifer Rickard, John Thompson

**Call to order:** Granroth called the meeting to order at 4:30 pm. Quorum was established and the meeting was properly noticed under Wisconsin Open Meeting Law.

**Approve Agenda:** (Ard/Hall) Motion to approve the agenda; passed unanimously by voice.

**Public Comment:** (limit 2 minutes per citizen) None.

**Approve Minutes from 12.18.18:** (Van Nevel/Kuney) Motion to approve minutes; passed unanimously by voice.

**Approve Monthly Expenditures:** (Ard/Hall) Motion to approve monthly expenditures for 2018 and 2019 as presented. Motion passed unanimously by voice. There was further discussion about yearend expenditures. Chromebooks were purchased for all Trustees to use for board business. Rickard has created library email accounts for each member and is almost done setting up the Chromebooks. The devices along with a policy agreement should be ready for the next board meeting.

**Library Building Project:** Many discussions occurred amongst the Library Board Trustees and City Council members. Reports were shared regarding those to date. It was recommended that those continue prior to our next meeting. The overall consensus of the conversations thus far was very positive.

Granroth and Hall reported that they had met with Mark Johnson from Derrick Construction regarding general thoughts about new construction of a building. They emphasized that their conversations were only information gathering. The summary of their meeting as reported by them was that the project for a new library was much less than figures discussed earlier, thus making it more feasible as an option. John Thompson from IFLS Library System reported that Colby recently built their library for \$160.00 per sq. ft. They completed the project for \$2.2 million for a 10,000 sq. ft. facility.

Mike Darrow will share 2 RFQ's to be released by the city for consideration of the library board in the event that such as action might be useful for a site for the library project.

Mike Darrow also shared with the group that Wisconsin Historical Society works with an architectural firm entitled Legacy Architects that has done work such as remodeling historical structures. Noah is checking further into this for further consideration.

Discussion was held about the building site and that the existing site as well as the old middle school site are our obvious options at this time and we will primarily focus on those. That said, we need to be open to all considerations.

The library building project will be on each agenda going forward.

**Director's Report:** Rickard presented the director's report. One correction was mentioned to Funding/Donations, as it still had the November numbers. Updated information is as follows, "In December, we brought in \$5,713.43 from fines, taxes, copies, replacement library cards, lost & paid materials and donations."

**Set date for next regular meeting:** Tuesday, February 5, 2019 4:30 pm

Agenda items to include for next meeting: Library Building Project, Library Director Job Description, Library Director Hiring Process

Joint City Council and Library Board meeting will be Tuesday, February 26, 2019 5:00 pm in the Council Chambers.

**Communications:** Van Nevel mentioned she will be out of town for the next meeting, but will attend by phone.

Rickard shared that the Wild Wisconsin Winter Web Conferences will be held on January 23 & 24. Library staff are participating in many sessions and the invitation was extended to the Trustees, an email will follow with details for registration if interested.

**Library eResources Overview:** Rickard provided an overview and demo of Lynda.com, AutoMate, Flipster and Libby/Wisconsin's Digital Library. So many resources for patrons to take advantage of to support lifelong learning.

**Adjourn:** (Van Nevel/Gjovik) moved to adjourn at 5:55 pm; passed by voice.