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**Minutes of the C.A. Friday Memorial Library Board of Trustees
Tuesday, August 6, 2019, 4:30 pm**

Trustees Attending: Gjovik, Granroth, Hall, Kuney, Montello, Peplau, Van Nevel

Trustees Attending via Phone: None

Trustees Absent: None

Also Attending: Rae Ann Ailts, Mike Darrow, Sarah Reese, Britta Rice, Jennifer Rickard, Jim Zajkowski

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: (Gjovik/Peplau) Motion to approve the agenda; passed unanimously by voice.

Public Comment: (limit 2 minutes per citizen) Alderman Zajkowski shared his feedback of the Tuesday, July 23 community meeting.

Approve Minutes from 07.09.19 meeting: (Van Nevel/Hall) Motion to approve minutes of the July 9, 2019 board meeting; passed unanimously by voice.

Approve Monthly Expenditures: (Peplau/Kuney) Motion to approve monthly expenditures. Motion passed unanimously by voice.

Financial Report and Review: Rae Ann Ailts, the City Finance Director, reviewed the recording, minutes and reports from the July 9, 2019 meeting and provided some recommendations to ensure our primary goals for our investments as we move closer to the building fund. The ultimate goals of our funds are safety, yield and liquidity. She also informed the board of some another investment avenue that would be available through the City, one being the Local Government Investment Pool (LGIP). This is a State fund that pools state money and ensures it is managed per State Statute guidelines. There are no administrative or brokerage fees for the dollars invested and currently has a rate of return of 2.42%. When needed, the dollars are available for withdrawal within 24 hours. We currently have approximately

(Montello/Hall) Motion for Rae Ann to work with Mark Devereux and move cash and non-US stocks to the LGIP and to be followed with a discussion next month with the balance of the account. Vote of 6-1. Motion approved by Gjovik, Granroth, Hall, Kuney, Montello, Van Nevel. Motion opposed by Peplau. Motion passed.



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Library Building Project Discussions: Rickard recapped the July community discussions regarding the building project and informed the board ways in which we are gathering community feedback on the site preferences. At this time, we have received 157 votes for site preference and will continue to collect results through August 13.

Darrow outlined the agenda for the joint meeting on August 26 with the City Council.

Leading up to the meeting, staff will work the StudioGC to compile reports and documentation while continuing to inform the community and encourage feedback. This information will be presented to the board and council prior to the meeting. The Library Board will meet beforehand to discuss and provide a recommendation to the Mayor and City Council.

Library Director Hiring Update: Reese reported that she has received a few updates from John Keister on the director search. The informational website has been live and ads have been placed. At this time he has a few candidates that have risen to the top. We are hoping to have more information and possibly a special meeting in September for the next steps of the hiring process.

Discussion on 2020 Budget: Rickard reported that we are continuing to work on the 2020 budget. The MORE Director's Council met on July 19 and approved the MORE budget so we have our MORE costs set for 2020. The Director's Council approved some new products for 2020 so our cost will be slightly higher than previous years. During 2020, we will be switching online catalog platforms from Innovative, Encore to BiblioCommons, BiblioCore. With the BiblioCommons implementation, we will also be adding BiblioApps which will be a mobile app for our online catalog.

For 2020, our MORE budget contribution will be \$35,118 plus some additional maintenance expense for our Self-Check stations.

Discussion and Action on counter proposal for periodical area: (Gjovik/Van Nevel) Motion to table action at this time. Counter proposal will go back to staff for review and consideration for priority upgrades and projects. Motion passed unanimously by voice.

Director's Report: Rickard presented the director's report and highlighted the following –

- **Outreach & Community Engagement –**
 - Youth Services has been at SHINE (Croft Apartments, Grace Place and Deerfield) weekly to offer stories and books for checkout. Greg Kier is our newest volunteer that is assisting with checking out materials when staff is not available.



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- Our newest StoryWalk is out in Mary Park. Visit to read “A Hundred Billion Trillion Stars” by Seth Fishman. Thank you to the Kiwanis Club of New Richmond for their continued sponsorship of this great literacy offering for our community.
- Julie, Nora and Jennifer hosted our library booth at the First National Bank Centennial Celebration on Thursday, August 1. We played bean bags for prizes and got books in the hands of many families. We also spent time informing community members about the status of the library building project.
- Jessi will have a booth for us at National Night Out on Tuesday, August 6.
- **Personnel –**
 - Rachel Happe will be starting with us on Monday, August 5 as our Circulation Assistant. We are excited to have her on our team. She comes to us with years of library experience in various areas of the library. Her energy and ideas will be a great addition.
 - Andrea Puterbaugh will be returning to us on Monday, August 5 as a Library Shelver. She worked with us previously so knows the ropes and will be able to jump right in.
 - Ellie Wacker will be leaving for college so her last day with us will be Thursday, August 29. She is a great asset to the library and we wish her the best.
 - The Library Shelver posting remains posted until we fill Ellie’s position.

Set date for next regular meeting:

- Special Library Board Meeting - Tuesday, August 20, 2019 at 4:00 pm
- Joint Library Board & Council Meeting – Monday, August 26, 2019 at 7:00 pm
- Regular Library Board Meeting – Tuesday, September 3, 2019 at 4:30 pm

Communications:

- Trustee Training Week is August 12-16. Rickard sent around a sign-up sheet for those interested.
- Rickard informed the Board about iCompass, the new platform, for meeting agendas, packets and minutes. This will help provide transparency of meetings and actions for all boards and commissions.
- Granroth shared letters to all board members from the Friends of the Library.

Adjourn: (Peplau/Van Nevel) moved to adjourn at 5:35 pm; passed by voice.

Submitted by: Vicki Gjovik