

**Minutes of the C.A. Friday Memorial Library Board of Trustees**  
**Tuesday, December 18, 2018, 4:30 pm**

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

**Trustees Attending via Phone:** Peplau

**Trustees Absent:** None

**Also Attending:** Jennifer Rickard, Interim Library Director, 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:** (Ard/Van Nevel) Motion to approve the agenda with proposed changes. Move agenda item 12) Library Building Project to follow Monthly Expenditures. Passed unanimously by voice.

**Public Comment:** (limit 2 minutes per citizen) Granroth thanked board members for extra work while he was out of the area.

**Approve Minutes from 11.27.18:** (Gjovik/Van Nevel) Motion to approve minutes; passed unanimously by voice.

**Approve Monthly Expenditures:** Rickard presented monthly expenditures and current budget status to date. Discussion on remaining budget money. Suggestion to purchase Chromebooks for all board members. These devices would allow easy access of shared documents on Google Drive and reduce paper. We will also create email addresses for all Board Trustees. Rickard will get quotes and verify enough dollars remain in the budget for the purchases. (Ard/Van Nevel) Motion to suspend the rules and use some of the remaining funds to purchase devices for the library board of trustees. Roll call taken, motion passed. (Gjovik/Hall) Motion to approve the monthly expenditures as presented. Motion passed unanimously by voice.

**Library Building Project:** Rickard provided binders with relevant reports and documents related to the building project for each trustee. Documents include reports completed by Cuningham Group, Leo A. Daly, Library Strategies and IFLS Library System. The binders did not include the agreement with the City of New Richmond and the School District. Rickard will provide that for the trustees at the next meeting. Discussion revolved around the two sites for the building project, the current location and the property acquired from the School District of New Richmond Arch Street. As part of the City's downtown façade grant from the Historic Preservation Commission, an architect working in the area expressed interest in our current building, recognizing the work of the original architect. He offered his services if we were

looking to do something with this site. Further discussion occurred involving the possible addition onto the current library with proposed drawings from the WI Preservation Commission. Alderman Zajkowski informed the board that he spoke with Derrick Construction. Derrick Construction offered to assist with any construction process questions if needed, knowing there would still be a formal RFP process before any quotes or work would take place. (Gjovik/Van Nevel) Motion for Ard to consult with Noah Wiendenfeld to follow up with options for the existing site with the Preservation Commission and Granroth to speak with Derrick Construction. 5-1 vote, motion passed.

We also wanted to reach out to members of the City Council to learn more about their thoughts regarding the needs of the library as we continue to move forward and our joint meeting nears.  
Gjovik – Alderman Montello  
Hall – Alderman Zajkowski  
Kuney – Alderman Jackson  
Peplau – Alderman Kittel  
Van Nevel – Alderman Volkert

**Financial Report:** Rickard presented financial report from Royal Alliance, previously Signator, as well as the City restricted investments and impact fees available for the library.

**Discussion and Action on Circulation Policy:** (Ard/Kuney) Motion to approve the Circulation Policy as presented. Motion passed unanimously by voice.

**Discussion and Action on Carleton A. Friday Memorial Library Board of Trustee Bylaws:** (Ard/Kuney) Motion to strike the phrase “for the study of special problems” from Article 5, Section 1. Motion passed unanimously by voice. (Ard/Gjovik) Motion to suspend the rules and receive input and feedback from City of New Richmond Administration on our Bylaws and move forward with setting the regular meeting date at this current meeting. Roll call taken, passed unanimously.

**Discussion and Possible Action on Adjusting Date of Regular Board Meetings:** (Ard/Van Nevel) Motion to approve meeting the first Tuesday of each month at 4:30 pm. Motion passed unanimously by voice.

**Discussion and Possible Action on Bill paying process and approval of library invoices:** Going forward all bills will be presented to the Library Board prior to being turned over to City Hall for payment. (Ard/Hall) Motion to rescind April 28, 2014 motion. Motion passed unanimously by voice.

April 28, 2014 Motion – “As the Board discussed, we want timely bill paying. Therefore, Kim would be designee for board, then board can approve report at our meetings” - motion by Bill, seconded by Bobbie -- unanimous adoption.

**Director’s Report – November:** Rickard presented the director’s report.

**Set date for next regular meeting:** Tuesday, January 8, 2019 4:30 pm

**Communications:** None.

**Adjourn:** (Gjovik/Ard) moved to adjourn at 6:02 pm; passed by voice.