

LIBRARY BOARD MEETING

Gordon Granroth  
Scottie Ard  
Vicki Gjovik  
Marla Hall  
Jarell Kuney  
Jeff Peplau  
Patty Van Nevel

This is to inform you that there will be a Library Board meeting on **Tuesday, April 2, 2019 at 4:30 p.m.** in the ED Lab of the Civic Center, 156 East First Street, New Richmond, WI 54017.

AGENDA:

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Public Comment (limit 2 minutes per citizen)
5. Approve minutes from 02.26.19, 03.05.19 and 03.27.19
6. Approve monthly expenditures
7. Financial Report
8. Library Building Project Discussions
9. Discussion and Action on Library Director Hiring Process and Request for Proposals for Executive Hiring Firm
10. Discussion and Action on the Summer Reading Intern Job Description
11. Robert's Rules Training
12. Discussion and Action on Electrical Upgrade Proposal
13. Closed Session per State Statute 19.85 (1)(c) – Staff compensation and hours
14. Open Session Action on Closed Session
15. Director's Report
16. Set date for next regular meeting
17. Communications
18. Adjourn

The C.A. Friday Memorial Library will attempt to provide accommodations to the public who wish to attend meetings, provided reasonable notice of need is given.

To request such accommodation, contact Jennifer Rickard at 715-243-0431.

A majority of the members of the New Richmond City Council may be present at the above meeting. Pursuant to State ex re. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2<sup>nd</sup> 408(1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.

## SPECIAL JOINT COUNCIL/LIBRARY BOARD MEETING FEBRUARY 26, 2019

The meeting was opened by announcing this was an open meeting of the Common Council. Notice of this meeting was given to the public at least 24 hours in advance of the meeting by forwarding the complete agenda to the official City newspaper, The New Richmond News, and to all news media who have requested the same as well as posting. Copies of the complete agenda were available for inspection at the City Clerk's office and on the City's website at [www.newrichmondwi.gov](http://www.newrichmondwi.gov). Anyone desiring information as to forthcoming meetings should contact the City Clerk's office.

Roll call was taken.

Council Members Present: Mayor Horne, Aldermen Kittel, Ard, Jackson, Montello, Volkert and Zajkowski

Library Board Members Present: Gordon Granroth, Vicki Gjovik, Jarell Kuney, Patty Van Nevel; and Marla Hall and Jeff Peplau attending by phone

The Pledge of Allegiance was recited.

Alderman Kittel moved to adopt the agenda as presented, seconded by Alderman Zajkowski and carried.

### **Joint Library Board/Council Discussion**

Alderman Montello introduced Summer Seidenkranz, Chairperson of the Forward New Richmond committee. Summer explained that she worked for the Washington County Library through high school and through her university years, so she loves libraries and what they can do for a community. Summer discussed how she worked with the Forward New Richmond group to help them come together almost a year ago. The goal of Forward New Richmond is to keep the group visionary for the future of New Richmond. Summer shared six goals she has for a successful committee: 1) One-on-one interaction – she met with each of the members of Forward New Richmond to listen to each member's goals and ideas; 2) The group leads the vision – they bring ideas forward rather than waiting for others to provide them for the group; 3) Encourage two-way feedback at each meeting. Summer works hard to make sure every member is a part of the discussion; 4) Show appreciation – thank people for their work; 5) Provide group building opportunities; 6) No surprises – make sure everyone receives all the same information at the same time. Good communication can result in success.

Gordon Granroth stated there have been many starts and stops in the process of expanding the library over the past 20 years. There are now two sites that we need to look at moving forward with the project.

Mayor Horne explained the two possible locations include the current site and the old middle school site. Both sites have positives and negatives. He suggested bringing both options to the community to see what they will support.

There was considerable discussion regarding the next steps for the library project. It was the consensus of the Library Board and City Council that there are two sites to be considered.

Noah Wiedenfeld presented a Request for Qualifications with a deadline of March 22, 2019, for the RFQ to be turned in. Interested parties would submit background information, references, design approach for community engagement, challenges and opportunities. Alderman Zajkowski moved to direct staff to move forward with the RFQ process, seconded by Alderman Ard and carried unanimously by all Council and Library Board members. The RFQ would be sent out to firms in Wisconsin and Minnesota. Interviews would be late March or early April.

At the next work session, the Library Board will answer the question of what services/accommodations will our new library house?

**Communications and Miscellaneous**

None

Alderman Ard moved to adjourn the meeting, seconded by Alderman Jackson, and carried.

Meeting adjourned at 5:45 p.m.

Tanya Batchelor  
City Clerk

Unapproved

**Minutes of the C.A. Friday Memorial Library Board of Trustees**  
**Tuesday, March 5, 2019, 4:30 pm**

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

**Trustees Attending via Phone:** Peplau

**Trustees Absent:** None

**Also Attending:** Mike Darrow, Sarah Reese

**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 02.05.19:** (Ard/Van Nevel) Motion to approve minutes; passed unanimously by voice.

**ReaLiving Presentation and Feedback:** Staff from ReaLiving shared overview of meetings with the trustees.

**Approve Monthly Expenditures:** (Van Nevel/Ard) Motion to approve monthly expenditures. Motion passed unanimously by voice.

**Financial Report:** Financial Report for Royal Alliance was presented.

**Library Building Project:**

- Darrow provided an overview on the RFQ's. The deadline is March 22 and there has been interest in the project already. He also shared that the current library could be on the National Registry if desired. Granroth will meet with City staff to review RFQs once received.
- Granroth shared pictures from his visit to the Colby Public Library.
- Van Nevel shared pictures from her visit to the Osceola Public Library.

**Discussion and Action on 2018 Annual Report:** Annual report has been submitted and reviewed by Rickard and Granroth. (Ard/Hall) Motion to approve 2018 annual report and indicate that IFLS provided effective leadership and met the Library's needs. Passed unanimously by voice.

**Library Director Hiring Process:** The draft Request for Proposal for an Executive Recruitment Firm was distributed for board review. Will come back at April meeting for discussion and approval.

**Library Director Job Description:** As part of the RFP process for the Executive Recruitment Firm, they will review and revise the current job description.

**Discussion and Action on Carleton A. Friday Memorial Library Board of Trustee Bylaws:** (Ard/Granroth) Motion to table this item. Passed unanimously by voice.

**Discussion and Action on Shelving proposal for Large Print Area:** (Ard/Granroth) Motion to move forward with the 18 large print shelves as proposed. Passed unanimously by voice.

**Director's Report:** Reese presented the director's report. As always, there is a lot happening in the library.

**Set date for next regular meeting:** Monday, March 25, 2019 4:30 pm will be the joint work session in the City Council Chambers.

Next regular meeting will be Tuesday, April 2, 2019 at 4:30 pm.

**Communications:** March 14 at 7:00 pm, the candidate forum will be held in the Council Chambers for the upcoming City Council elections. All are welcome.

**Adjourn:** (Ard/Hall) moved to adjourn at 6:00 pm; passed by voice.

*Submitted by: Vicki Gjovik*

**Minutes of the C.A. Friday Memorial Library Board of Trustees  
Work Session  
Wednesday, March 27, 2019, 1:00 pm**

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

**Trustees Attending via Phone:** None

**Trustees Absent:** Gjovik, Kuney, Peplau

**Also Attending:** Rae Ann Ailts, Mike Darrow, Jennifer Rickard, Ron Volkert, Noah Wiedenfeld

**Call to order:** Granroth called the meeting to order at 1:00 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.

**Review and Discussion of Submitted RFQs for Architectural and Engineering Firms:** Twelve firms submitted RFQs for our project. Some discussion occurred about the firms and their proposals in which we would like to obtain further information. Supplemental questions were discussed to provide greater clarity prior to selecting firms for interviews. Questions will be sent out to the firms Friday, March 29, 2019 and due back Friday, April 5, 2019. A follow up meeting will occur to select firms for interviews.

As we are looking for additional information from each firm, the March 27, 2019 meeting at 4:30 pm has been canceled.

(Ard/Hall) Motion to approve supplemental questions as discussed to be sent to the firms Friday, March 29.

**Communications:** None.

**Adjourn:** (Ard/Van Nevel) moved to adjourn at 2:05 pm; passed by voice.

*Submitted by: Jennifer Rickard*

## Amazon statement 3/10/19

55110-					
310	315	318	355	373	390
\$ 3.79	\$ 66.59	\$ 192.64	\$ 8.99	\$ 21.01	\$ 198.39
	\$ 23.07	\$ 78.45		\$ 22.85	
	\$ 52.74	\$ 16.96			
	\$ 41.46	\$ 72.39			
		\$ 26.48			

\$ 3.79	\$ 183.86	\$ 386.92	\$ 8.99	\$ 43.86	\$ 198.39
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TOTAL \$ 825.81

## General Bills - March, 2019

### To be paid by Pcard

55110-310	Baker & Taylor	2034350232	\$	1.18	mylar
	Baker & Taylor	2034353479	\$	18.88	mylar
	Baker & Taylor	2034356176	\$	28.91	mylar
	Baker & Taylor	2034373446	\$	13.57	mylar
	Baker & Taylor	2034399099	\$	8.85	mylar
	Baker & Taylor	2034400462	\$	20.06	mylar
	Baker & Taylor	2034418088	\$	8.26	mylar
				<b>\$</b>	<b>99.71</b>

55110-316	Baker & Taylor	2034381260	\$	36.09	
	Baker & Taylor	2034397808	\$	170.32	
	Midwest Tape	97133606	\$	49.99	
				<b>\$</b>	<b>256.40</b>

55110-317	Baker & Taylor	H30138080	\$	53.20	
				<b>\$</b>	<b>53.20</b>

55110-318	Baker & Taylor	2034400461	\$	501.13	
	Baker & Taylor	2034418087	\$	306.96	
	Baker & Taylor	2034399098	\$	301.37	
	Baker & Taylor	2034350231	\$	81.18	
	Baker & Taylor	2034353478	\$	572.53	
	Baker & Taylor	2034356175	\$	934.35	
	Baker & Taylor	2034373445	\$	368.83	
	Gale/Cengage	66760728	\$	148.60	
	Gale/Cengage	66816984	\$	(14.76)	Credit -Shipping & Handling
	Gale/Cengage	66767458	\$	145.25	
	Gale/Cengage	66833618	\$	86.96	
				<b>\$</b>	<b>3,432.40</b>

55110-319	Baker & Taylor	H29298940	\$	21.59	
	Baker & Taylor	H29298930	\$	141.74	
				<b>\$</b>	<b>163.33</b>

55110-321	Findaway	281486	\$	69.99	Replacement unit
				<b>\$</b>	<b>69.99</b>

55110-373	Northern Business Products	380410-0	\$	87.97	Toilet tissue, paper towels
				<b>\$</b>	<b>87.97</b>

55110-390	Best Alzheimer's Products	16241	\$	39.98	
					\$ 39.98

55110-391	New Richmond Community Educ	44743	\$	290.00	Full page, Winter ad
	Minuteman Press	60270	\$	238.00	StoryWalk
					\$ 290.00

<b>TOTAL</b>	<b>\$4,492.98</b>
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**General Bills - March, 2019**  
**To be paid by Check**

46710	Gaige Larson		\$	14.00	Lost & Paid refund
	Molly Perry		\$	10.00	Lost & Paid refund
				<b>\$ 24.00</b>	
55110-220	New Richmond Utilities		\$	549.16	
				<b>\$ 549.16</b>	
55110-312	EO Johnson		\$	257.34	Copy & Print services
				<b>\$ 257.34</b>	
55110-315	Amie Parnell		\$	200.00	3/19/19 - Essential Oils Class supplies
				<b>\$ 200.00</b>	
55110-321	IFLS Library System	219129	\$	314.85	Flipster titles
				<b>\$ 314.85</b>	

**TOTAL      \$1,345.35**

## P-Card Purchases - March, 2019

Account	Pcard #	Invoice #	Amount	Subtotals	Notes
55110-310	1	Baker & Taylor	2034346519	\$ 10.03	17 mylar
	1	Baker & Taylor	2034338113	\$ 18.29	31 mylar
	1	Baker & Taylor	2034337524	\$ 6.49	11 mylar
	1	Baker & Taylor	2034318861	\$ 0.59	1 mylar
					500 - Reg envelopes w/ Logo
					1500 - Window envelopes w/ Logo
	1	Minuteman Press	59406	\$ 341.01	100 Business Cards
	1	Quill	4587241	\$ 89.97	3 reams paper
	1	Demco	6574403	\$ 275.95	Newspaper rack
3	Walmart		\$ 2.64	Foam board	
			<b>TOTAL</b>	<b>\$ 744.97</b>	
55110-315	2	WITC Foundation		\$ 500.00	Sponsorship of Senior Coalition events 2019
	3	Walmart		\$ 22.74	Walmart - DIY supplies
				<b>TOTAL</b>	<b>\$ 522.74</b>
55110-316	1	Baker & Taylor	2034346512	\$ 121.37	
				<b>TOTAL</b>	<b>\$ 121.37</b>
55110-318	1	Gail Wallach Buell	8	\$ 19.77	
	1	Baker & Taylor	2034346518	\$ 447.99	
	1	Baker & Taylor	2034338112	\$ 836.40	
	1	Baker & Taylor	2034337523	\$ 204.62	
	1	Baker & Taylor	2034318860	\$ 42.75	
	1	Taste of Home	1024	\$ 33.98	
				<b>TOTAL</b>	<b>\$ 1,585.51</b>
55110-320	1	Rivistas	8847	\$ 3,177.72	Annual renewal magazines and newspapers
				<b>TOTAL</b>	<b>\$ 3,177.72</b>
55110-330	1	Innovative Users Group	l348Y20190315	\$ 100.00	IUG membership
	1	Innovative Users Group	587	\$ 325.00	IUG conf. reg. jr
	2	EC Brain Conference		\$ 140.00	Puzzle of Poverty - NA & ML
				<b>TOTAL</b>	<b>\$ 565.00</b>
55110-373	2	Doyle's Farm & Home		\$ 25.98	Ice melt
	2	Doyle's Farm & Home		\$ 2.99	Staples
	2	Doyle's Farm & Home		\$ 5.99	Caulk
				<b>TOTAL</b>	<b>\$ 34.96</b>
55110-390	1	Nasco		\$ 448.95	Products - Memory kits
				<b>TOTAL</b>	<b>\$ 448.95</b>
55110-391	1	MailChimp	MC01181033	\$ 45.00	2701-5000 Subscribers

2	NR Area Centre		\$ 150.00	Health Fair booth
			<b>TOTAL</b>	<b>\$ 195.00</b>

55110-395	1	Mid-America Business Systems	745319	\$ 795.00	Annual Service Contract - Microfilm Reader
				<b>TOTAL</b>	<b>\$ 795.00</b>

**TOTAL \$8,191.22**

<b>Account summary</b>	
55110-310	\$ 744.97
55110-315	\$ 522.74
55110-316	\$ 121.37
55110-318	\$ 1,585.51
55110-320	\$ 3,177.72
55110-330	\$ 565.00
55110-373	\$ 34.96
55110-390	\$ 448.95
55110-391	\$ 195.00
55110-395	\$ 795.00

## Financial Report

**Date: February 28, 2019**

**Account: Royal Alliance**

	<u>This Period</u>
Beginning Account Value	\$ 272,245.53
Dividends, Interest and Other Income	\$ 479.81
Fees	\$ 2.79
Net Change in Portfolio	\$ 3,607.84
<b>Ending Account Value</b>	<b>\$ 276,335.97</b>

**To: Library Board**

**From: Jennifer Rickard, Interim Director**

**Date: 03.27.19**

**RE: Library Building Project**

Background:

The Library Board met for a work session on Wednesday, March 27, 2019 at 1:00 to review the 12 submitted RFQs for Architectural and Engineering Firms. Due to the number interested firms, we are looking to each for further information. Supplemental questions will be sent to each firm prior to selecting firms for interviews.

Discussion of the next steps of the submitted RFQs, supplemental questions and upcoming interviews for selected firms.

Granroth will share pictures of his library visit in Portugal.

We will have further discussion on upcoming library tours.

**To: Library Board**

**From: Jennifer Rickard, Interim Library Director**  
**Mike Darrow, City Administrator**

**Date: 03.28.19**

**RE: Library Director Hiring Process and Request for Proposals for Executive Hiring Firm**

Attached to this memorandum is a RFP for an Executive Recruiting Firm for the vacant Library Director position. If approved by the Library Board, we are recommending that this RFP be distributed immediately and that interviews for interested firms be conducted during the regular Library Board meeting on May 7. Once approved, would anticipate the hiring of a new director to occur over the summer months.

Similar to the RFQ for a new library, the city staff will work to ensure that the Library Board receives the RFP's for this process in not only a timely manner, but one that is transparent. With that said, the RFP proposal process would be carried out by Sarah Reese under the supervision of the Library Board Chair to ensure that the process meets the expectations of the Library Board.

Recommendation-

Motion to move forward with the distribution of the Request for Proposals for consulting and recruiting services for the hiring of a new Library Director.

# **Request for Proposals**

## **Executive Recruiting Firm**

### **for Library Director**



Friday Memorial Library  
155 East 1st Street  
New Richmond, WI 54017

**Proposal Due Date: April 26, 2019**

## **SECTION I: GENERAL INFORMATION**

### **INTRODUCTION/PURPOSE**

The Friday Memorial Library Board of Trustees is seeking proposals from qualified firms to assist with the recruitment and hiring of an energetic and innovative Library Director for the Friday Memorial Library as we begin a new chapter with our building project.

### **COMMUNICATIONS**

All communications concerning this RFP should be directed to Sarah Reese, Human Resources Manager, at 715.246.4268 or [sreese@newrichmondwi.gov](mailto:sreese@newrichmondwi.gov).

### **INCURRING COSTS**

Friday Memorial Library is not liable for any costs incurred by firms prior to the signing of a contract. Expenses incurred in the preparation of submittal, presentations, and other incidental activities related to this solicitation are solely the responsibility of the respondent.

### **PROPOSALS**

To be considered for selection, each Firm must submit ten (10) complete copies of their responses to this RFP. The copies are to be delivered in person or sent by certified/express mail to the address listed below. All copies of the proposal must be received by the City of New Richmond no later than **4:30 pm on Friday, April 26, 2019**. Proposals sent by fax or email will not be considered. City of New Richmond/Friday Memorial Library reserves the right to overlook any technicalities and accept or reject any or all proposals if it is in the best interest of the Library. Responses shall be delivered to:

City of New Richmond  
Sarah Reese, Human Resources Manager  
156 East First Street  
New Richmond, WI 54017

### **SELECTION CRITERIA**

Responses to this RFP will be evaluated by a selection committee based upon the Firm's proposal and information provided as outlined in Section III of this document. The Committee will review all applications and make a recommendation for contract approval. Proposals will be evaluated on the following criteria:

- A. Experience of the firm and proposed project team with regards to hiring a qualified Library Director.
- B. Demonstrated understanding of the Library's needs with respect to the recruitment efforts, quality of the Firm's described approach, and the ability to meet/exceed needs.
- C. Overall quality, professionalism, and completeness of proposal submission.
- D. References.
- E. Cost of services.

The Library Board and City of New Richmond will conduct interviews and/or discussions with one or more firms. Once these interviews and discussion are completed, the contract will be awarded to the top-ranked firm, at which time other consultants will be notified of the Library's decision. Proposals will remain confidential until a firm has been selected.

## **DISCLOSURE**

All information in a Firm's proposal is subject to public disclosure under the provisions of Wisconsin law.

## **SECTION II: PROJECT OVERVIEW**

### **BACKGROUND INFORMATION**

Friday Memorial Library is a department of the City of New Richmond and is located approximately 40 miles east of the St. Paul/Minneapolis Metro Area. The current population of New Richmond is 8,966, however the library service area is approximately 21,000. The Library has six (6) full-time and eight (8) part-time employees.

In 2018, the Library averaged 473 visits per day with an annual circulation of 206,823. During the year, we hosted 398 classes and events for the community. As our numbers show, we are a vibrant small town with big-city services. While we are actively engaged in delivering excellent library services to our community, we have outgrown our existing library space. We are committed to the construction of a new building in the near future to enhance the library's programming and services to our community. Supporting the library's mission to be a cornerstone of the community, the ideal candidate will be a visionary for libraries of the future, while maintaining a strong connection to traditional services.

### **SCOPE OF SERVICES**

The firm selected through this RFP will enter into an agreement with the City of New Richmond to provide the following services:

- A. Review and suggest updates to the existing job description.
- B. Develop a candidate profile.
- C. Develop a recruitment strategy including recommending appropriate advertisement and social media recruiting activities.
- D. Prepare a list of individuals who should be encouraged to apply and actively recruit them.
- E. Work in conjunction with the City of New Richmond HR staff to carry out the recruitment process.
- F. Screen all applicants and create a recommended candidate list based on agreed upon criteria.
- G. Design and finalize the interview process, including preparation of interview questions, scoring sheets, suggested panel make-up and other associated tasks.
- H. Provide comprehensive background information on candidates selected to be interviewed, including appropriate assurances as to their stated qualifications.

All recommendations resulting from this scope of services must comply with all federal, state, and local law, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, color, creed, national origin, sex, marital status, disability, or age or any other characteristic as prohibited by law. All work product produced by the Firm pertaining to this project and all proprietary rights therein shall be the property of the City of New Richmond. Work product includes but is not limited to job descriptions, postings and advertisements, candidate resumes, data, presentations, and other materials of any nature, or information related to any of the foregoing, which are or were generated in connection with the scope of services described in the contract.

### **TENTATIVE PROJECT TIMELINE**

The following timeline represents the Library Board's best estimates for the completion of major milestones regarding this RFP:

Publication & Distribution of RFP: April 5, 2019

Submission of Proposals to City of New Richmond/Friday Memorial Library: April 26, 2019

Interview Selected Consultants: Week of May 6, 2019

Selection of Finalist & Approval of Contract: Week of May 20, 2019

### **SECTION III: SUBMITTALS & REQUIREMENTS**

Ten (10) paper copies of the complete proposal (no more than 10 pages in length, single sided) are required and shall be organized in the following structure:

#### **Cover Page**

- A. Identify the name of the project
- B. Company name, address, and main telephone number
- C. Name and title of primary contact person with their direct contact information

#### **Team Identification**

- A. Identify key staff who will complete the major tasks of this recruitment.
- B. Identify project availability during the work and any potential conflicts based upon other work or project commitments. Provide a clear statement indicating current workload and demonstrate the ability to take on additional work.

#### **Approach & Work Plan**

- A. Written narrative based on the understanding of the project goals and objectives.
- B. Work plan and hiring process identifying major project tasks, scope of work, meetings, Library Board and City of New Richmond responsibilities, and deliverables.

#### **Financial Information**

- A. Fee proposal which includes a separate "not to exceed" fee total to complete the recruitment. The quoted fees shall include estimated reimbursable fees.
- B. Include hourly rate schedule for all personnel who will work on this project.

- C. Indicate whether any lawsuits or claims have been filed against the Firm in the past five (5) years.
- D. Does the Firm provide any type of guarantees if the recommended candidate does not work out as expected with Friday Memorial Library?

**References**

- A. List at least three (3) clients (library/government/municipal) for whom you provide/provided executive search firm services in Wisconsin (if available) indicating the Firm's experience with municipalities and/or libraries within the past five years.
- B. Each reference should include project name, project date, and contact information.

**SECTION IV: CONTRACT AWARD**

It is the Library Board's intent to review all respondent qualifications and proposals conscientiously and to select a candidate based upon selection criteria. Should the Library Board believe it would be in the best interest of the City, it may enter into negotiations with any of the Firms until a contract sum can be finalized with the successful candidate. Furthermore, the Library Board and City of New Richmond reserves the right to modify the scope of the project based upon estimated costs and organizational needs.

The Library Board reserves the right to waive any irregularities in any proposal and to select the proposal that is most advantageous to the Friday Memorial Library. The Library Board of Trustees or City of New Richmond and its representatives reserve the right to reject any and all proposals or to request additional information from any respondent or from all respondents.

**To: Library Board**

**From: Jennifer Rickard, Interim Director**

**Date: 03.21.19**

**RE: Summer Intern Job Description**

The Summer Reading Intern position was approved for our budget for 2019. As part of the proposal to add back into our budget, the position has been revised slightly. While the general duties have remained very similar, the new scope of this position is to assist with all departments of the library during the summer program. A few modifications have been made to the job description to account for the changes. Upon approval of the job description, this position will be posted to begin the hiring process.



## C.A. Friday Memorial Library Job Description

<b>Position Title:</b> Summer Intern		<b>Department:</b> Library – All Departments	
<b>Reports To:</b> Youth Services Coordinator	<b>Part-Time:</b> Temporary/Seasonal	<b>FLSA Code:</b> Non-exempt	

**Position Summary:** Under direction of the Youth Services Coordinator, in collaboration with an Assistant Librarian, this position will be involved in all aspects of the summer reading program. This includes assisting with library programs and events, clerical/administrative tasks and related work as required. Hours will be varied including evenings and Saturdays.

<b>Essential Functions:</b> These functions will comprise approximately 70-100% of your time on an average work day, but may fluctuate as business needs change.
➤ Provide support for summer programming – children, teens and adults
➤ Compile statistics for reports
➤ Collaborate with library staff on summer programming, including set-up and take-down, decorating and organizing materials
➤ Assist individuals and families with registering for summer reading, logging hours and marking reading logs
➤ Assists library customers in the use of library facilities and equipment
➤ Interprets library policies to customers
➤ Keeps the library tidy and organized

<b>Other Responsibilities:</b> These functions will comprise up to 25% of your time.
➤ Perform other duties as assigned.

The C.A. Friday Memorial Library Board of Trustees has reviewed this job description to ensure that essential functions and other responsibilities have been included. It is not intended to serve as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate and as business needs change.

**Qualifications:** The requirements listed below are representative of the qualities, knowledge, skill, and/or ability required to perform the essential functions of the job.

- Ability to work enthusiastically and effectively with children, teenagers and adults in the library and community.

- Positive attitude, enjoyment of challenging work, ability to meet deadlines, and a willingness to work in a flexible environment with quickly changing tasks and priorities.
- Ability to manage and balance the multiple tasks associated with the day-to-day services of the library.
- Ability and initiative to work independently with minimal direction.
- Sensitivity to customer privacy and intellectual freedom issues
- Strong organizational skills.
- Ability to work accurately with attention to detail.
- Ability to efficiently operate a variety of office and library equipment including computer and printer, photocopier, fax machines, and media equipment.
- Proficiency in the use of word processing software.

**General Core Competencies:** Communication, Cooperation and Teamwork, Commitment to Quality, Customer Service, Professionalism, Critical Thinking and Problem Solving.

- **Communication** – Uses communication styles and methods effective for the situation and audience.
- **Cooperation and Teamwork** – Works effectively with diverse teams to achieve collective goals.
- **Commitment to Quality** – Improves work practices to achieve desired results.
- **Customer Service** – Ability to respond to our customers and anticipate their needs.
- **Professionalism** – Meets or exceeds workplace guidelines, standards and specifications.
- **Critical Thinking and Problem Solving** – Demonstrates the ability to make decisions, identify, analyze and solve problems, and take action as appropriate.

**Organization Contacts:** Library customers, library staff, City of New Richmond staff, partner and stakeholder groups, Friends of the Library, and the Library Board.

**Education and Experience:** The preferable candidate will have either current or past enrollment in Library/Information Science, English, or Education undergraduate or graduate program. Minimum requirement high school diploma. A criminal background check will be completed on final candidates.

**Physical Requirements:** This position consistently requires the ability to stand, work with hands and fingers to manipulate objects and the ability to retrieve and replace materials on shelves at various heights. Must possess visual acuity sufficient to see at close-up levels and perceive depth. Position frequently requires walking, bending at the waist, twisting the upper body, reaching, talking, hearing and the ability to adjust vision as needed. Occasional sitting, lifting and carrying up to 35 pounds, climbing, balancing, and crawling. Some pushing of up to 75-100 pounds, kneeling and crawling.

**Working Conditions:** Work is performed indoors, and includes consistent customer contact. The incumbent will work independently and as a part of a team. Work schedule is variable and includes daytime, evening and weekend hours. Occasional exposure to heights, heat, cold, temperature changes, noise, odors and dust. May work outside on an occasional basis.

**To: Library Board**

**From: Jennifer Rickard, Interim Director**

**Date: 03.21.19**

**RE: Robert's Rules Training**

Robert's Rules training was provided by Nick Vivian with Eckberg Lammers Attorneys at Law on February 28, 2019. Any members unable to attend the training received a link for the recorded presentation, PowerPoint, parliamentary tips and public hearing procedures. Please take time to review those training recordings and documents.

**To: Library Board**

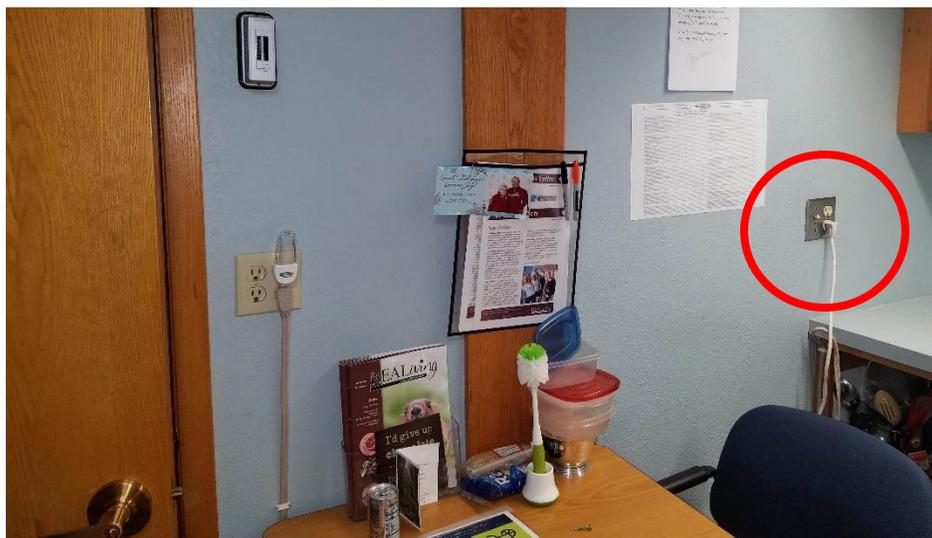
**From: Jennifer Rickard, Interim Director**

**Date: 03.27.19**

**RE: Electrical Upgrade Proposal**

Due to some safety concerns, we have a few electrical upgrades needed. Simon Electric provided us with a quote with the attached quote with a couple of options.

Option 1 – Motion sensor for the staff breakroom. The picture to the right shows the staff breakroom. The entrance door is all the way to the left and the light switch is around the table and chairs by the counter on the right side of the picture. Navigating the breakroom in the dark has posed safety concerns for our staff.



Option 2 – Photo eye for exterior emergency exit doors and name on the side of the library. Our exterior emergency exit lights are not currently on a photo eye and not functioning properly due to the circuit in which they are connected. Simon could add the photo eye for the exterior door light by the children's room, downstairs and mechanical area emergency exits. This would ensure proper lighting if those exits are needed in an emergency. Due to the circuit, they would be able to include photo eye lighting for the name on each side of the building as you walk up the sidewalks.

Option 3 – Includes a price break if we do both options at the same time.

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**Simon**  
ELECTRIC  
345 St. Croix Avenue  
New Richmond, WI 54017  
(715) 246-3873 Fax: (715) 246-2614  
[www.simon-electric.com](http://www.simon-electric.com)

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Date: 3/26/2019

No. Pages 1 of 2

To: Friday Memorial Library  
155 E 1st St  
New Richmond, WI

From: Joe Simon, President

Phone: 715-243-0418  
Phone: 715-497-8017

RE: Electrical Proposal  
Misc. Electrical Repairs

Email: [mevans@newrichmondwi.gov](mailto:mevans@newrichmondwi.gov)

Attn: Mark Evans

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Please accept our electrical proposal for the above-mentioned project.

Our proposal will include the following scope of work.

**Scope of Work**

Option #1

- Replace breakroom light switch with dual technology occupancy sensor

**Quote: \$ 218.00**

Option #2

- Replace time clock with relay controlled by photo eye for exterior lighting

**Quote: \$ 654.00**

Option #3

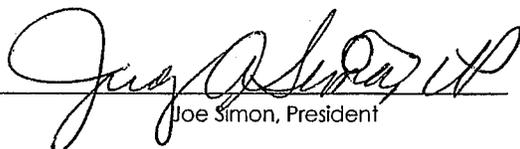
- Deduction if option #1 & #2 are accepted

**Deduct: \$ 50.00**

**Not Included**

- Any item or items not mentioned in above scope of work

- Thank you for the opportunity to quote this project. If you have any questions or concerns, please feel free to contact me at your earliest convenience.

  
Joe Simon, President

Continued on Page 2...

**Simon Electric's Conditions**

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon accidents or delays beyond our control. Our workers are fully covered by workman's compensation insurance and any other necessary policies.

**Acceptance of Proposal** – The above specifications are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made on receipt of invoice.

**Acceptance Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PROPOSAL IS VALID FOR 10 DAYS**

Saved: EQ-NR-Friday Memorial Library/TV/Quotes for Joe 2019

*Equal Opportunity Employer*

## Director's Report April, 2019

### General -

- March 18-23 we conducted our first reference survey week of 2019. We track reference transactions three random weeks throughout the year as part of our annual report tracking.
- Interviews were conducted for the vacant Library Shelver. We hope to have the new individual start training within the week.
- With shelving being a bit behind, Maureen came in on one of her days off to work with Ellie to get shelving under control. Ellie also worked a long shift on Saturday, March 30 to get caught up on shelving.
- TEACH is a program through the State of Wisconsin that provides us access to high speed internet at a discounted rate. Our contract has been signed and renewed until 2024.
- Jessi and Jennifer attended the City's Donuts and Discussion on March 15. We received updates on the Family First policies being developed and brought to City Council along with other department news and a reminder about our upcoming staff day, April 26.
- Noah and Jennifer lead the City leadership meeting for March. We engaged with some departmental trivia and Jennifer presented on Lynda.com and Transparent Languages.

### MORE –

- Jennifer attended the MORE Director's Council meeting on Friday, March 15.
  - The Online Patron Registration Policy was adopted. This will allow patrons to create an account online without visiting the library. The account will allow them access to only our digital resources until the visit their local library and upgrade their account.
  - We voted to create a marketing committee at the system level. Britta volunteered for the committee and we are still waiting to see who has been selected.
- Transparent Languages – This new offering allows patrons to learn over 100 foreign languages online at their own pace. Learn to listen, speak, read and write any language you've been waiting to learn.



### Outreach & Community Engagement –

- Jessi hosted a class for other IFLS staff to learn more about creating and hosting escape rooms for library programs.
- As part of the senior coalition, Nora helped with the Martin Schrieber presentation at the VFW. He wrote the book *My Two Elaines* and spoke about learning, coping and surviving as an Alzheimer's caregiver.
- The new StoryWalk has been printed and will be changed in Mary Park in the near future. The book on display will be *Different? Same!* By Heather Tekavec.
- March classes for all ages were well attended. We have received a lot of positive feedback with the increased selection of adult classes. The teen after hours was also a great turn-out. Sixteen teens joined Jessi and Julie to watch a movie, vote on their favorite pizza, Dominos was the winner, and learn a few pranks with April Fools' right around the corner.

### Classes/Events –

- **Babygarten, Little University and Homeschool Hub** – Weekly classes for all ages. Stop in to see what fun topics we will learn about during April. Babygarten will be taking a short break after Monday, April 15 and Little University will take a short break after Friday, April 12.
- **April 3, 10:00 am – Wisconsin Job Center** – A representative from the Wisconsin Job Center joins us monthly to provide patrons with employment services.
- **April 4, 6:00 pm – Backyard Birds: Attracting and Identifying them** - Learn about attracting and identifying backyard birds as well as some of their unique calls and songs.
- **April 7-13, National Library Week**



## LIBRARIES = STRONG COMMUNITIES

- In conjunction with St. Croix County Libraries we will be offering discounts at local area businesses when presenting their library card. Over 50 businesses are participating. More details will be available soon and will be heavily promoted.
- Table 65 will be the promotional space (table displays) during the week and have a Name Droppers event in which a portion of the tab could be donated to the Library Building Fund.

- Culver's Coloring Contest for kids, which kids get a token for free ice cream, including table tents at the restaurant
- Free library card replacement
- 50% Off Fine Sale
- Customer Appreciation Gift Baskets - each library use earns a chance in the drawing
- Daily treats and refreshments
- **April 9, 6:00 pm – Nickolas Butler** - Eau Claire author Nickolas Butler will discuss his 5th book: *Little Faith* (Mar 2019). *In this moving new novel from celebrated author Nickolas Butler, a Wisconsin family grapples with the power and limitations of faith when one of their own falls under the influence of a radical church.*
- **April 13, 9:00 am – Spine Thrilling Book Club** – This new book club will meet monthly to discuss various psychological thrillers. The April discussion will be on *Baby Teeth* by Zoje Stage.
- **April 17, 6:00 pm – SoulSpace Farm Sanctuary** - Learn about how SoulSpace Farm Sanctuary is a nonprofit farmed animal rescue and protection organization, working to end cruelty to farm animals. SoulSpace promotes compassionate living through rescue, rehabilitation and education. **RESCHEDULED FROM SNOW DAY**
- **April 18, 6:00 pm – Local Author Showcase** - Special guest author: Jim Guhl from Hudson. His first novel, *Eleven Miles to Oshkosh*, was published last fall by the University of Wisconsin Press. Other local authors include: Gail Wallach Buell, Sherry Gergen, Dan Hansen, Marilyn Jess, Reeve Lasky, Tylor Mintz, Chuck Range and Stephanie Rose. Sponsored by the Willow River Writers
- **April 19 – Library Closed, Good Friday**
- **April 22, 1:00 pm – Earth Day Crafts** - Use your creativity to see what you can create from recycled materials or test out one of our ideas.
- **April 25, 6:00 pm – Crafty Adults** – Our monthly adult crafting class, Creative Card making. Card making is the craft of hand-making greeting cards. You will learn how to make 3 step-by-step unique greeting cards during this class. It's time to celebrate a change of seasons, and what better way to do that than to craft our way into it!
- **April 26 – Library Closed, All City Staff Day**
- **April 27, 10:00 am – Grow a Story** - Spring is a time for growth. We'll grow our minds with some great stories and plant seeds to watch them grow as well.

### **Maintenance, Safety and Security –**

- Mark worked with Stacie Running, WPPI , for some grant resources to replace light fixtures for more efficient energy usage. Initially, we received four fixtures, but found additional funds available to obtain fixtures for the remaining exterior emergency exits and vestibule.



### **Funding/Donations**

- In March, we brought in \$1,432.71 from fines, faxes, copies, replacement library cards, lost & paid materials.
- We received \$9,130.00 from Bosch for a grant to purchase an early literacy table for cooperative play.
- We received \$314,243.00 from St. Croix County for our ACT150 reimbursement. All county funding has been received for this year.
- The Friends of the Library agreed to fund all of our requests for 2019. Those requests total \$5,774.00. Distribution checks will be cut to the library quarterly as funds relate to purchases. The Friends will continue funding 5 hotspots, a summer reading program presenter and prizes, lucky day books and movies, microfilm, 1000 Books before Kindergarten, an adult painting class, materials for our dramatic play area and coffee for library patrons.

