



155 East 1st Street  
New Richmond, WI 54017  
Phone: 715.243.0431  
Fax: 715.246.2691



#### LIBRARY BOARD MEETING

Gordon Granroth  
Vicki Gjovik  
Marla Hall  
Jarell Kuney  
Mike Montello  
Jeff Peplau  
Patty Van Nevel

This is to inform you that there will be a Library Board meeting on **Tuesday, July 9, 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 06.04.19 special session and 06.04.19 regular meeting
6. Financial report and presentation by Mark Devereux
7. Approve monthly expenditures
8. Library Building Project Discussions
9. Discussion on 2020 Budget
10. Discussion on Library Director Hiring Process
11. Closed Session per State Statute 19.85 (1)(c) – Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
12. Open Session Action on Closed Session
13. Director's Report
14. Set date for next regular meeting
15. Communications
16. Adjourn



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**Minutes of the C.A. Friday Memorial Library Board of Trustees  
Special Meeting  
Tuesday, June 4, 2019, 2:45 pm**

**Trustees Attending:** Granroth, Gjovik, Hall, Van Nevel  
**Trustees Attending via Phone:** None  
**Trustees Absent:** Kuney, Peplau  
**Also Attending:** Jennifer Rickard, Sarah Reese

**Call to order:** Granroth called the meeting to order at 2:47 pm. Quorum was established and the meeting was properly noticed under Wisconsin Open Meeting Law.

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

**Overview of interview process and expectations for selected Executive Hiring Firms:** Reese provide an overview of the process and handouts including the questions for each firm's presentation.

**Interview with John Keister & Associates:** Candidate attended via Skype for the presentation and additional interview questions.

**Interview with Shepherd & Associates:** Candidate attended via Skype for the presentation and additional interview questions.

**Closed Session per Wisconsin State Statute 19.85 (1)(e):** (Montello/Van Nevel) Motion to go into closed session. Roll call taken. Pass unanimously.

**Open Session Action on Closed Session:** (Montello/Hall) Motion to approve as directed in closed session. Roll call taken, passed unanimously.

**Adjourn:** (Montello/Van Nevel) moved to adjourn at 4:28 pm; passed by voice.

*Submitted by: Jennifer Rickard*



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

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

**Trustees Attending via Phone:** None

**Trustees Absent:** Peplau

**Also Attending:** Jennifer Rickard, Britta Kingwill, 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:** (Gjovik/Kuney) Motion to approve the amended agenda; passed unanimously by voice.

**Public Comment:** (limit 2 minutes per citizen) Alderman Zajkowski shared about an article in the Milwaukee Journal Sentinel. "From Podcasts to coding class, modern libraries are focusing on programs and services over paper media" by Erik Hanley – May 29, 2019

**Approve Minutes from 04.09.19 meeting:** (Van Nevel/Gjovik) Motion to approve minutes; passed unanimously by voice.

**Approve Minutes from 05.07.19 meeting:** (Hall/Montello) Motion to approve minutes; passed unanimously by voice.

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

**Financial Report:** Financial Report for Royal Alliance was presented. Mark Devereux will be at our July meeting to review our Royal Alliance investment account.

**Library Building Project Discussions:** On June 18, StudioGC will be in New Richmond to gather community input for the project. City staff will meet with StudioGC 11:30 & 12:30. Following staff presentations, StudioGC will meet with Library Board Trustees and City Council Alderman. The final sharing will be done at an open meeting with the community at 5:00. All are excited to begin this collaborative work to create a vision for the "front porch of our community" that meets the needs of all its residents.



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**Discussion and Action on curbside book return:** Discussion regarding the curbside book return was extensive. (Gjovik/Van Nevel) Motion to relocate the book return to curbside as the concrete pad has already been poured. Passed unanimously by voice.

**Director's Report:** Rickard presented the director's report with an extra emphasis on the Summer Reading program beginning June 10 with the Kick-off event in the park. June 12th is the 120th Anniversary of the Cyclone. Todd Kittel has done extensive research to share information with the community regarding this catastrophic event that impacted our community. Visit the library to learn and engage with the interactive display.

**Set date for next regular meeting:** Tuesday, July 9, 2019 at 4:30 pm

**Communications:** None.

**Adjourn:** (Gjovik/Van Nevel) moved to adjourn at 5:25 pm; passed by voice.

*Submitted by: Vicki Gjovik*

**To: Library Board**

**From: Jennifer Rickard, Interim Director**

**Date: July 1, 2019**

**RE: Financial Report and presentation by Mark Devereux**

Mark Devereux from Pinnacle Wealth Advisory Group will be providing an overview of our investment account status and possibly offer suggestions for adjustments to the funds.



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## Financial Report

**Date: May 31, 2019**

**Account: Royal Alliance**

	<u>This Period</u>
Beginning Account Value	\$ 285,218.03
Dividends, Interest and Other Income	\$ 475.34
Fees	\$ 2.78
Net Change in Portfolio	\$ (11,159.01)
<b>Ending Account Value</b>	<b>\$ 274,537.14</b>

# Amazon statement

## 6/10/19

55110-

310	315	317	318	319	391
\$ 47.48	\$ 10.00	\$ 65.24	\$ 241.05	\$ 336.65	\$ 132.86
\$ 11.38	\$ 129.16	\$ 11.57	\$ 12.75	\$ 14.07	
\$ 7.99	\$ 317.21		\$ 47.39	\$ 40.55	
	\$ 263.54		\$ 182.40		
	\$ 25.41		\$ 10.51		
			\$ 12.19		

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\$ 66.85	\$ 745.32	\$ 76.81	\$ 506.29	\$ 391.27	\$ 132.86
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TOTAL \$ 1,919.40

## General Bills - June, 2019

### To be paid by Check

810-00-55110-31	Costume Specialists	SH9936	\$ 140.00	8/17/19 - Paddington Bear 1000 Books Party
				<b>\$ 140.00</b>
46710	Leslie Schradle		\$ 18.00	Lost & Paid reimbursement
	River Falls Public Library		\$ 7.99	Lost & Paid reimbursement
				<b>\$ 25.99</b>
55110-211	John Keister & Associates	JKA0618	\$ 5,000.00	Professional Fees - Executive Hiring Process
				<b>\$ 5,000.00</b>
55110-220	New Richmond Utilities		\$ 457.42	
				<b>\$ 457.42</b>
55110-310	IFLS Library System	219298	\$ 77.72	Spine labels & ribbon
	IFLS Library System	219267	\$ 372.60	6 cases - receipt paper
	IFLS Library System	219335	\$ 63.43	Barcodes & hub labels
				<b>\$ 513.75</b>
55110-312	EO Johnson		\$ 317.13	Copy & Print services
				<b>\$ 317.13</b>
55110-315	Just Jump		\$ 410.00	6/10/19 - 2 Bounce Houses Kick-off
	David Walbridge		\$ 450.00	6/18/19 - The Big Fun Show show
	Halls of Entertainment		\$ 350.00	"Universe of Stories"
				<b>\$ 1,210.00</b>
55110-321	IFLS Library System	219351	\$ 5,002.46	OverDrive Advantage titles Books & Audio
				<b>\$ 5,002.46</b>
55110-330	L.E. Phillips Memorial Public Library		\$ 457.04	Shared lodging - IUG jr
				<b>\$ 457.04</b>
55110-373	Northern Business Products	408527-0	\$ 48.80	Garbage Can liners
				<b>\$ 48.80</b>
55110-396	Wisconsin Department of Administration		\$ 600.00	TEACH 1/1/19-6/30/19
				<b>\$ 600.00</b>

**TOTAL \$13,172.59**

## General Bills - June, 2019

### To be paid by Pcard

55110-310	Schwaab	C049748	\$	105.69	7 Name Badges
	Baker & Taylor	2034584143	\$	0.59	
	Baker & Taylor	2034576502	\$	16.52	
	Baker & Taylor	2034580947	\$	20.65	
	Baker & Taylor	2034604716	\$	5.90	
	Baker & Taylor	2034630767	\$	5.31	
	Baker & Taylor	2034618380	\$	22.42	
				<b>\$ 177.08</b>	
55110-316	Baker & Taylor	2034572939	\$	83.27	
	Baker & Taylor	2034616776	\$	46.74	
	Baker & Taylor	2034592853	\$	130.31	
				<b>\$ 260.32</b>	
55110-317	Baker & Taylor	H35284090	\$	31.39	
	Baker & Taylor	H35648670	\$	13.48	
	Baker & Taylor	H35638260	\$	26.96	
	Baker & Taylor	H36016720	\$	11.88	
	Baker & Taylor	H36505390	\$	11.88	
	Baker & Taylor	H36491250	\$	20.36	
	Baker & Taylor	H36226150	\$	11.88	
				<b>\$ 127.83</b>	
55110-318	Gale/Cengage	67299739	\$	88.46	
	Gale/Cengage	67122649	\$	86.96	
	Baker & Taylor	2034580946	\$	716.55	
	Baker & Taylor	2034576501	\$	543.56	
	Baker & Taylor	2034584142	\$	99.84	
	Baker & Taylor	2034630766	\$	411.57	
	Baker & Taylor	2034604715	\$	265.60	
	Baker & Taylor	2034618379	\$	958.90	
				<b>\$ 3,171.44</b>	
55110-319	Baker & Taylor	H36226150	\$	18.71	
				<b>\$ 18.71</b>	
55110-391	Vernon Graphics & Promotions	2332352	\$	603.97	500 Magnetic Clips - Library Branded StoryWalk -
	Minuteman Press	61697	\$	234.00	Neil Armstrong
				<b>\$ 837.97</b>	

**TOTAL \$4,593.35**

## P-Card Purchases - June, 2019

Account	Pcard #	Invoice #	Amount	Subtotals	Notes
55110-310	1	Baker & Taylor	2034511084	\$ 9.44	
	1	Baker & Taylor	2034519500	\$ 23.01	
	1	Baker & Taylor	2034539051	\$ 5.90	
	1	Baker & Taylor	2034517726	\$ 26.55	
	1	Baker & Taylor	2034541874	\$ 4.72	
	1	Baker & Taylor	2034552276	\$ 10.03	
	1	Baker & Taylor	2034559565	\$ 15.34	
	1	Amazon		\$ 57.94	paper products and supplies for Community Conversation
	2	Walmart		\$ 8.41	Cardstock & paper
	2	Dollar Tree		\$ 22.00	Cups
			<b>TOTAL</b>	<b>\$ 183.34</b>	
55110-315	2	Walmart		\$ 37.06	SRP decorating & projects
	2	Michaels		\$ 19.23	Crafty Adults
	2	Dollar Tree		\$ 24.00	SRP decorating & projects
	2	Walmart		\$ 15.75	SRP supplies
	2	New Richmond Chamber		\$ 80.00	Adult SRP prizes - gift certificates
	2	Aldi		\$ 37.79	Community Building project
	2	Aldi		\$ 249.80	Community Building project
	3	Walmart		\$ 53.28	Saturday Stores & Teen SRP
			<b>TOTAL</b>	<b>\$ 516.91</b>	
55110-316	1	Baker & Taylor	2034543259	\$ 33.00	
	1	Baker & Taylor	2034518872	\$ 126.83	
			<b>TOTAL</b>	<b>\$ 159.83</b>	
55110-317	1	Baker & Taylor	H34916970	\$ 14.23	
	1	Baker & Taylor	H35302630	\$ 24.71	
	1	Baker & Taylor	H34881850	\$ 12.73	
	1	Baker & Taylor	H34447410	\$ 12.73	
	1	Baker & Taylor	H34461660	\$ 11.88	
	1	Baker & Taylor	H34062520	\$ 10.18	
	1	Baker & Taylor	H34916960	\$ 129.13	
	1	Baker & Taylor	H33879640	\$ 30.54	
	1	Baker & Taylor	H35154460	\$ 11.88	
	1	Baker & Taylor	H35431310	\$ 10.18	
				<b>TOTAL</b>	<b>\$ 268.19</b>
55110-318	1	Gale	66998002	\$ 22.09	
	1	Gale	66957194	\$ 114.99	
	1	Baker & Taylor	2034511083	\$ 287.90	
	1	Baker & Taylor	2034539050	\$ 293.21	
	1	Baker & Taylor	2034541873	\$ 337.00	
	1	Baker & Taylor	2034517725	\$ 857.80	
	1	Baker & Taylor	2034519499	\$ 1,016.14	
	1	Baker & Taylor	2034552275	\$ 627.45	
	1	Baker & Taylor	2034559564	\$ 481.73	
	1	Gale	66940917	\$ 32.65	
	1	Gale	67034285	\$ (11.86)	Credit Memo for shipping on invoice 66940917

	1	Gale	66987438	\$ 28.02	
	1	Gale	67256536	\$ (10.48)	Credit memo for shipping on invoice 66987438
				<b>TOTAL</b>	<b>\$ 4,076.64</b>

55110-319	1	Baker & Taylor	H34916960	\$ 43.89	
				<b>TOTAL</b>	<b>\$ 43.89</b>

55110-320	1	BookPage	542083	\$ 348.00	12 month subscription
				<b>TOTAL</b>	<b>\$ 348.00</b>

55110-330	2	Subway		\$ 319.41	Lunch - Staff builing project discussion
				<b>TOTAL</b>	<b>\$ 319.41</b>

55110-373	1	Top Quality Glove	1860177	\$ 73.74	Need 3.74 credit for tax
	1	Countryside Plumbing & Heating	109451	\$ 925.00	Spring Maintenance
				<b>TOTAL</b>	<b>\$ 998.74</b>

55110-391	1	Facebook	KERHHL6AU2	\$ 4.22	Ad - Building conversation
	1	MailChimp		\$ 45.00	
	1	Facebook	WDJU5MWAU2	\$ 25.00	Ad - Building conversation
				<b>TOTAL</b>	<b>\$ 74.22</b>

**TOTAL \$6,989.17**

Account summary	
55110-310	\$ 183.34
55110-315	\$ 516.91
55110-316	\$ 159.83
55110-317	\$ 268.19
55110-318	\$ 4,076.64
55110-319	\$ 43.89
55110-320	\$ 348.00
55110-330	\$ 319.41
55110-373	\$ 998.74
55110-391	\$ 74.22

**To: Library Board**

**From: Jennifer Rickard, Interim Director**

**Date: July 1, 2019**

**RE: Library Building Project Discussions**

Discussion and update on the building project. We will recap the June community conversation and review expectations for the July meetings.

**To: Library Board**

**From: Jennifer Rickard, Interim Director**

**Date: July 1, 2019**

**RE: 2020 Budget**

I will provide an overview of the 2020 budget process for both the City as well as IFLS and MORE. Will also share information on some possible additions for the budget that we are exploring.

**To: Library Board**

**From: Jennifer Rickard, Interim Director**

**Date: July 1, 2019**

**RE: Library Director Hiring Process**

John Keister & Associates was hired as the Executive Hiring Firm for the Library Director search. John visited New Richmond and met with Library Board Trustees and City and Library Staff. We will provide an update to the hiring and search process.

**Director's Report**  
**July, 2019**

**General –**

- ACT 150 requests were submitted to the surrounding counties for 2018 library circulation. Our cost per circulation for 2018 was \$3.74. These funds will be received as part of our 2020 budget. If including reimbursement for Hudson Area Joint Library usage, our funding will increase by .54%.

County	Reimbursement %	Total Circ 2018 (non-resident)	Reimbursement \$
St. Croix	100%	81,273	\$303,961
Barron	70%	270	\$707
Dunn	70%	505	\$1,322
Pierce	70%	267	\$699
Polk	70%	14,376	\$37,636
St. Croix – Hudson Area Joint Library	70%	3,946	\$10,331 (not guaranteed reimbursement)
<b>TOTAL</b> (including Hudson)			<b>\$354,646</b>

**Outreach & Community Engagement –**

- Youth Services has been at SHINE weekly to offer stories and books for checkout.

**Classes/Events –**

- Summer Reading is off to a great start. We have been busy getting people signed up and informing them of our variety of programs this year. Registrations to date -
  - Birth – 3yrs – 80 participants
  - 4 yr – 5<sup>th</sup> grade – 435 participants
  - 6<sup>th</sup>-12<sup>th</sup> grade – 145 participants
  - Adults – 174 participants



**Maintenance, Safety and Security –**

- Floyd Security installed our SALTO locking system throughout the building. The charges for this were paid out of the Capital Improvement projects for the City.

**MORE & Technology –**

- A virus got into the network at IFLS. They did a fabulous job communicating, restoring and getting everything back up, but we were unable to access files for a couple of days.

**Personnel –**

- Elizabeth Hesselink joined our team as our Summer Reading Intern.
- Interviews were conducted for the Circulation Assistant position. The position was offered to an applicant, but did not accept. The position has been reposted until filled.

**Funding/Donations –**

- In June, we brought in \$1,055.15 from fines, fees, copies, replacement library cards, lost & paid materials.
- Donations and Grant funding for the month totaled \$1481.55 with a breakdown as follows:
  - Friends of the Library - \$1050.00 – Summer Reading Sponsorships for prizes and a program
  - Kiwanis Club of New Richmond - \$234.00 – StoryWalk, I am Neil Armstrong
  - Donations from the food tent 6/18/19 - \$188.00



