



City of Beaver Dam, Wisconsin  
Library Board of Trustees Meeting Minutes  
1701 N Spring Street (Temporary Location)  
Friday, October 17, 2025  
7:45 AM

1) Call to Order – Roll Call

Meeting called to order at 7:45am by Library Board President Kevin Luebke.

Present: Kevin Luebke; Frank Ferree; Brandon Krause; Mike Devitt; Liberty Bell; Eric Schumacher-Rasmussen; Connie Fiegel; Jamie Kratz-Gullickson

Excused: Heather Rasmussen

Also present for all or part of the meeting: Sarah Cournoyer, Library Administrator; Anita Streich, Information & Community Services Librarian; Cal Hemling, Wells Fargo Advisor; Larry Bierke, City Administrator

2) Presentations & Reports

a) Endowment Fund Report

Hemling reported that the portfolio is at \$2.6 million. Earnings have been at 6% due to the large portion of earnings in the money market account for the renovation. The money market account is earning 4.1% interest, approximately \$108 per day. Luebke asked for a recommendation regarding incoming gifts to the BDACF Library Fund. Hemling suggested that any withdrawals from that fund be placed into the American Bank endowment checking account for project expenditure, and that withdrawals from the money market be done on an as needed basis to allow for maximum interest earnings.

b) Financial Secretary Report

Schumacher-Rasmussen presented the report noting the balances and expenditures.

c) Gifts and Acknowledgements

The Board acknowledged the gifts to the Next Chapter Renovation as presented in the packet.

d) Library Administrator Report

Cournoyer highlighted recent partnerships, programs, and outreach; commended the staff; noted continuing education attended; and shared upcoming PR activities including Community Comment, Inspire Magazine, and the 2026 Beaver Dam Community and Visitors Guide. She noted that in September the circulation staff handled 22,800 items. This includes check in, check out, and shelving returned items.

3) Consent Agenda

On motion by Bell, seconded by Kratz-Gullickson, the Board approved the Consent Agenda as presented in the packet.

a) Approval of the Oct. 12, 2025, Meeting Minutes

b) Approval of Invoices Paid

c) Informational Items

Included the preliminary September 2025 Expenditure to Budget Comparison, the September 2025 Monthly Report; and the October and November events calendars.

4) Discussion & Possible Action

a) Review and Authorize Signature of Monarch Library System Agreement Appendix F

Cournoyer shared the impetus behind the development of appendix F of the Monarch Library System.

On motion by Bell, seconded by Krause, the Library Board approved signing appendix F as presented.

b) 2026 Draft Budget and Proposed Fee Schedule

Cournoyer reviewed the proposed 2026 fee schedule.

On motion by Kratz-Gullickson, seconded by Ferree the Library Board approved the 2026 fee schedule.

Cournoyer explained the justification behind the request for the personnel change and answered questions from the trustees, noting that the City Clerk, Finance Director, and City Administrator had been apprised of her recommendation and the data and reasoning behind it and had expressed no concerns. She noted that there would be a cost savings for the personnel change and that staff supported the request. Cournoyer will present a draft job description for approval at the November or December meeting after an opportunity to work with the City and UniverCity. UniverCity is working with the City to review job descriptions.

On motion by Bell, seconded by Kratz-Gullickson, the Library Board approved the personnel change converting the vacant clerk and page positions into a PT Library Assistant with a focus on programming, marketing, and patron services effective Jan. 1, 2026.

Cournoyer provided an overview of the draft budget presented, explained and referenced the budget line justifications report presented in the packet, and answered questions from the Board. She noted that she was presenting the budget prepared using the anticipated 100% payment for services from Dodge County for non-librariated rural residents.

On motion by Luebke, seconded by Kratz-Gullickson, the Library Board approved the draft budget as presented.

c) Renovation Project Update

Cournoyer stated that the project is proceeding on time and on schedule. She answered

questions from the trustees. She covered the updates to the library renovation budget income and expense estimates added for furniture, signage, and donor recognition.

Invoice Approval, Endowment Fund Transfers, Change Orders

On motion by Kratz-Gullickson, seconded by Bell, the Board approved the payment of Plunkett-Raysich Architects invoices 202509071 and 202510024 totaling \$9019.14 from the American Bank endowment checking account.

On motion by Kratz-Gullickson, seconded by Bell, the Board approved the transfer of \$258,400 from the WF money market into the American Bank endowment fund and payment of same to Creative Constructors from the endowment fund checking account.

d) Fundraising Update and Proposals

Kratz-Gullickson gave a brief update of the completed and in progress items from the six month plan. She stated that she has arranged for an article in the February issue of *InSpire Magazine*, and that she and Cournoyer will be interviewed by Terri Pederson of the Daily Citizen following the meeting. She also announced a \$1,000 donation from American Bank, and that the check would be presented by Allyssa Gilmore following the meeting.

Authorize Application for Grants for Local Projects (Non-State Grant Program)

Kratz-Gullickson explained the Grants for Local Projects (Non-State Grant Program) which opened September 10 and due October 31. She has been collaborating with Cournoyer, whom she lauded for quickly providing all necessary background data and materials. Cournoyer is soliciting letters of support as required for grant submission. Kratz-Gullickson has shared the draft narrative with Luebke and Cournoyer for review. Cournoyer included the FAQ in the packet. The grant is highly competitive, but Kratz-Gullickson is optimistic that the library is positioned well due to the project being in progress, having matching funds for the 1.2 million dollar ask on hand, and the project addressing the stated grant goals. Luebke pointed out it could help with expanding the scope of the project to complete the patio and lower level phases that had been postponed to a future phase of funding.

On motion by Bell, seconded by Krause, the Board approved pursuing the grant.

- e) CLOSED SESSION, if necessary. Motion to adjourn to closed session pursuant to Wisconsin Statute 19.85(1)(f), considering financial data or personal histories of specific persons. Specifically, to discuss data regarding library donors and/or potential donors.

n/a

- f) Reconvene in open session to take action on library donors.

n/a

- g) Artificial Intelligence (AI) Policy

On motion by Kratz-Gullickson, seconded by Bell, the Board postponed the discussion of an Artificial Intelligence (AI) Policy to the November meeting due to time constraints and desire for further study of the issue.

5) Any Other Business

a) Items for future agendas

b) Announcements

6) Adjourn

On motion by Bell, seconded by Kratz-Gullickson, the Library Board adjourned at 9:06am.