



City of Beaver Dam, Wisconsin
Library Board of Trustees Meeting Minutes
1701 N Spring Street (Temporary Location)
Friday, December 12, 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, Heather Rasmussen, Connie Fiegel, Jamie Kratz-Gullickson

Excused: Liberty Bell, Eric Schumacher-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

2) Presentations & Reports

a) Endowment Fund Report

Hemling informed the Board that the portfolio value was \$1.813 million. The donated stocks to complete the Duane & Kathleen Foulkes Foundation pledge came in, were sold, and deposited into the money market account.

b) Financial Secretary Report

In Schumacher-Rasmussen's absence, Cournoyer stated that the report was presented in the packet and offered to answer any questions. Luebke thanked Schumacher-Rasmussen for the time and effort invested in preparing the reports. Hemling gave kudos to Cournoyer for the excellent job she's done with the financial accounts and managing them.

c) Fundraising Committee Report

Kratz-Gullickson stated that she's moving through the fundraising plan approved by the Board. Next Chapter end of year asks and donor thanks letters were mailed; one donation received to date. She noted that Cournoyer and staff ran a thankful campaign in library and on social media in November. Kratz-Gullickson compiled the in library comments which were included in the packet, and added the social media comments to the document later. There were a couple of stories to follow up on in advance of the planned February *InSpire* magazine article. She will meet with Cournoyer in January to strategize next steps.

d) Gifts and Acknowledgements

Luebke read the list of gifts included in the packet and the Board acknowledged them.

e) Library Administrator Report

Cournoyer highlighted important items from the Library Administrators report, including potential rebates from Focus on Energy; window replacement estimated completion date and anticipated timeline for move back to 311; readers advisory skill building by the staff emphasizing the clerks' role in making book recommendations using library tools for what to read next for patrons; an upcoming Rugs for Mugs partnership with Beaver Dam Fire Department and Dodge County Falls Coalition; 2026 Culture Convention planning with

Wayland Academy and sponsorship using Hicks Grant funds. She also noted accomplishments by Svetly in expanding his skill set in promotion of collections through social media and his recent Civic Plus website training; Streich for general furtherance of library strategic priorities through partnerships and programs; and Jones for the \$500 grant awarded by the Beaver Dam Area Community Foundation to launch the 500 Books Before Middle School program in January. Cournoyer thanked Krause for allowing Jones the opportunity to make an outreach visit to the middle school to connect with students over the three lunch periods. She also lauded Jones for her ongoing work with Monarch Library System on beta testing the program statistics feature in Vega Program.

Cournoyer also reviewed her continuing education and professional development. She completed 30 CE hours in 2025, and has completed 131.25 CE hours since 2022 towards the required 100 CE hours, which must include at least 10 technology-related hours, for renewal of her WI Public Librarian Certification due in March 2027. She answered questions from the Board regarding the requirements and qualifications from the summary table included in the packet. She noted that she and the three librarians have registered for a spring 2026 webinar series through the UW Madison iSchool on AI and libraries. She also noted that she completed her one-year term as Chair of the Monarch ILS Committee and will continue to serve as a Grade 1 member of the committee. Cournoyer also stated that she was selected as a mentor for the WLA Leadership Development Institute to help her mentee grow as a leader within the library community and to connect theory with practice in daily work through discussion of the curriculum topics through June 2026.

f) Library Renovation Report

Cournoyer noted that the Design Committee met with FEH for an initial virtual meeting. Luebke noted the furniture plan and budget and satisfaction with the options presented. There will be an in-person meeting on December 17. Cournoyer also referred to the PRA site visit document included in the packet. The project is proceeding on time and on budget.

3) Consent Agenda

On motion by Rasmussen, seconded by Kratz-Gullickson, the Board approved the consent agenda as presented.

a) Approval of the Nov. 14, 2025 Meeting and Dec. 4, 2025 Special Session Meeting Minutes

b) Approval of Invoices Paid

c) Informational Items

Included the preliminary November Expenditure to Budget Comparison and the November monthly report.

4) Discussion & Possible Action

a) Renovation Project

Project Budget and Expenses

Cournoyer briefly reviewed the budget and expenses report included in the packet, noting that the end caps came in under the budget estimate. Luebke asked the Board to consider technology upgrades should there be budgeted funds for the project remaining after construction.

Contracts and/or Change Orders

Cournoyer stated that the change orders included in the packet had been approved within her scope granted by the Board, noting that 4R1 and 7 were due to conditions discovered during demolition and 9 was for a lower level wall removal that had not been included in the drawings. She confirmed that Puestow was helpful and effective in negotiating and reviewing the amounts, as well as her appreciation for the Creative Constructors project manager, Sisler, for being easy to work with and his professionalism.

Endowment Fund: Transfers and/or Invoices for Payment

On motion by Devitt, seconded by Kratz-Gullickson, the Board approved the transfer of \$507,064 thousand from the money market account to the AmBank endowment checking account and payment from the endowment checking account for Draw 3 to Creative Constructors in the amount of \$507,064 and PRA invoice 202512044 in the amount of \$7,312.20.

- b) 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

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

n/a

5) Any Other Business

- a) Items for future agendas

Meeting Room Policy - Luebke noted many comments he's received from individuals about their excitement in having these spaces available; Krause asked regarding use prioritization. Krause will share BDUSD policy documents. Cournoyer will prepare a draft policy for review by Devitt and the City Attorney to be presented to the Board at the January 16 meeting.

- b) Announcements

Cournoyer expressed her appreciation for the Board and their commitment and ongoing effort towards the project and governance of the library, with a special thanks for having six out of nine Board members attending the special session on 12.4.

6) Adjourn

On motion by Devitt, seconded by Rasmussen, the Board adjourned at 8:39am.

