



City of Beaver Dam, Wisconsin
Library Board of Trustees Meeting Minutes
1701 N Spring Street (Temporary Location)
Friday, January 16, 2026
7:45 AM

1) Call to Order – Roll Call

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

Present: Kevin Luebke; Connie Fiegel; Jamie Kratz-Gullickson; Heather Rasmussen; Mike Devitt; Brandon Krause

Excused: Eric Schumacher-Rasmussen; Liberty Bell; Frank Ferree

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

2) Presentations & Reports

a) Endowment Fund Report

Hemling presented his report, stating that the WF portfolio value is currently \$1.314 million with an overall 6% 2025 YE rate of return, which is good with 75% of the portfolio in cash in the money market account for the renovation project.

b) Financial Secretary Report

As presented in the packet.

c) Fundraising Committee Report

Kratz-Gullickson stated that she met with Cournoyer in early January to review the plan, polish the February InSpire magazine article, and the February Love Letters to Your Library fundraising activity. They also reviewed the plan and considered that the current construction constituted phase one to finish and celebrate with the community, and the patio and lower level would be phase two. Kratz-Gullickson also identified the need to reestablish a Friends of the Library group with 501(c)3 status in future in order to have a fiscal agent for grants as the BDACF Library Fund is a 501(c)3 entity for donations to the Library but does not function as a fiscal agent. Luebke and Cournoyer concurred.

d) Gifts and Acknowledgements

Luebke read the list of gifts and the Library Board acknowledged the many donors. He also recognized the unrestricted bequest by Frances J. "Bunny" Schmidt as being extremely generous. Cournoyer noted that this was a legacy gift as Schmidt left one quarter of her estate to the Library.

e) Library Administrator Report

Cournoyer asked if there were any questions regarding the report. There were none.

f) Library Renovation Report

Cournoyer updated the Library Board on progress and answered questions regarding change

orders due to conditions found or not shown on the original 1980s building plans. Luebke asked if differences in conditions compared to the building plans were being documented and Cournoyer stated that the plans were being updated with the current information to the best of her knowledge. She answered questions regarding RFC 10R1, the sum of change orders to date, and the adjusted substantial time of completion as March 4 shown on Draw 4 documentation in the packet.

3) Consent Agenda

On motion by Fiegel, seconded by Krause, the Library Board approved the Consent Agenda, including the amended minutes for January 17, 2025, to include the motion to pay the PRA invoice from the AmBank endowment checking account that was approved but inadvertently omitted from the minutes.

a) Approval of the Dec. 12, 2025 Meeting Minutes, Amend Original Jan. 17, 2025 Meeting Minutes to Include Omitted Approved Motion for Invoice Payment

b) Approval of Invoices Paid

c) Informational Items

Included preliminary December 2025 Expenditure to Budget Comparison; the December 2025 Monthly Report; and the January and February Events Calendars.

4) Discussion & Possible Action

a) Renovation Project

Luebke noted that the Design Committee met with FEH and selected furniture. FEH has reviewed vendors/distributors, and EBI was able to provide everything but the stacking chairs. An alternate will be selected.

Project Budget and Phases

Contracts and/or Change Orders

No contracts. Change orders reviewed.

Endowment Fund: Transfers, Invoices for Payment, Bequest Designation

There was brief discussion regarding the unrestricted bequest. Hemling's recommendation was to apply it towards Draw 4 as it is in a non-interest bearing account and reduce the amount of the transfer from the money market account.

On motion by Fiegel, seconded by Rasmussen, the Board approved a transfer from the WF money market account for Draw 4 in the amount of \$128,459.02 and payment of Draw 4 to Creative Constructors in the amount of \$245,141.25 from the AmBank endowment checking account.

On motion by Krause, seconded by Fiegel, the Board approved payment of the PRA invoice in the amount of \$3,729.18 from the AmBank endowment checking account.

On motion by Fiegel, seconded by Rasmussen, the Board approved reimbursement to the AmBank Gifts checking account from the AmBank endowment checking account in the amount of \$213.55 for the reimbursement check cut to Kratz-Gullickson for envelopes and postage for the end of year donation ask letters.

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.

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

d) Meeting and Study Room Policy (draft)

Luebke and Cournoyer stated that the draft Meeting and Study Room Policy was still in progress and will be presented at the February 13, 2026, meeting for initial review and feedback from the Library Board, with a final version on the March 13, 2026, agenda. The recommendation by staff, Cournoyer, and Luebke is to review this policy again in six months after opening like the AI policy in order to evaluate if any adjustments are needed.

5) Any Other Business

a) Items for future agendas: Approval of State Annual Report (FEB)

State Annual Report (Feb); Furniture Plan

b) Announcements

none

6) Adjourn

On motion by Krause, seconded by Fiegel, the Board adjourned at 8:30am.