



City of Beaver Dam, Wisconsin  
Library Board of Trustees Meeting Minutes  
1701 N Spring Street (Temporary Location)  
Friday, February 13, 2026  
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; Heather Rasmussen; Connie Fiegel

Excused: Jamie Kratz-Gullickson; Eric Schumacher-Rasmussen

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

2) Presentations & Reports

a) Endowment Fund Report

Hemling was not able to attend this month, but his report was presented in the packet.

b) Financial Secretary Report

In Schumacher-Rasmussen's absence, Cournoyer stated that during the annual report preparation, she discovered an error in the formula summing restricted donations in the AmBank endowment checking account and that the correct total was \$3,197 rather than \$2,087. The formula was corrected.

c) Fundraising Committee Report

In Kratz-Gullickson's absence, Luebke noted that Cournoyer has been busy with targeted asks to potential phase two donors. Cournoyer stated that the total raised to date for the Next Chapter renovation was \$801,306 as of Feb. 9, 2026.

d) Gifts and Acknowledgements

Luebke read through the list of donors to the Next Chapter Renovation. The Library Board acknowledged the gifts with gratitude.

e) Library Administrator Report

Cournoyer asked if there were any questions regarding the report. Hearing none, she stated that she would move on in the interests of time to discuss action items on the agenda.

f) Library Renovation Report

Cournoyer gave the Library Board an update on construction progress, anticipated and current change orders, window replacement progress, and timeline stating the project continues to be on track for both budget and time. Anticipated return is late spring.

3) Consent Agenda

On motion by Rasmussen, seconded by Devitt, the Library Board approved the consent agenda as

presented.

a) Approval of the Jan. 16, 2026, Meeting Minutes

b) Approval of Invoices Paid

c) Informational Items

Included preliminary January 2026 Expenditure to Budget Comparison and the January 2026 Monthly Report.

4) Discussion & Possible Action

a) State Annual Report and System Effectiveness Statement

Cournoyer briefly reviewed the 2025 annual report explaining the reason there were 48 weeks this year was due closure in August for the move, that registered users are library cardholders, and that the cost of circulation for 2025 was \$11.20. She noted that professional services (architect, movers) and rent for the temporary location were operational expenses, and that tech infrastructure and construction costs were capital expenses.

On motion by Devitt, seconded by Ferree, the Library Board approved the annual report and the System Effectiveness Statement and signature by Library Board President Luebke.

b) Renovation Project

Project Budget and Phases

The Library Board reviewed the project budget as presented in the packet.

Contracts and/or Change Orders

There were no change orders for approval. Cournoyer noted that in addition to the \$50,000 in contingency funds for the project, which represented a reduced amount selected during the budget reduction process of value engineering, and of the additional \$110,000 difference between the bid and the project budget estimate that the Board had decided by consensus would be reserved for additional contingency funds. She also stated that all change orders to date were for conditions, but that there would be one aesthetic change order coming to paint the interior red brick gray to match the interior paint scheme and the stonework. It is expected to be a minimal charge, but will have big visual impact. She noted she would send a photo to illustrate.

Endowment Fund: Transfers, Invoices for Payment

On motion by Devitt, seconded by Bell, the Library Board approved the transfer of \$310,382.60 from the Wells Fargo money market account to the AmBank endowment checking account for payment to Creative Constructors, LLC, for Draw 5 in the amount of \$310,382.60.

c) 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

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

n/a

- e) Meeting and Study Room Policy (draft)

The Library Board and Cournoyer discussed the draft policy. Cournoyer will revise the draft as directed. She will have staff and the City Attorney review the revised draft and bring it back for review in March.

5) Any Other Business

- a) Items for future agendas

Revised Meeting and Study Rooms Policy

- b) Announcements

Cournoyer noted that three Library Board members terms expire May 1, 2026 and that Devitt and Ferree were willing to serve another term, but that Fiegel would be completing her term and not renewing. Cournoyer asked the trustees to consider any community members residing in the City of Beaver Dam who might be potential candidates for appointment by the Mayor and to submit their names to Cournoyer.

Luebke invited all to attend the BDACT production of Hedda Gabbler opening February 20, 2026.

6) Adjourn

On motion by Bell, seconded by Devitt, the Library Board adjourned at 8:45am.