



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

Excused: Liberty Bell

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 stated the portfolio's value is at \$845,681 and the money market account is earning 3.5% interest on the funds allocated for the renovation.

b) Financial Secretary Report

Schumacher-Rasmussen noted the \$310K moved to the endowment fund checking account and the outstanding check to Creative Constructors.

c) Fundraising Committee Report

Kratz-Gullickson reported that library staff did a great job with the "Friendraiser" Love Letters to Your Library campaign and that she and Cournoyer were still waiting for word on the DOA grant.

d) Gifts and Acknowledgements

Luebke read the list and the Library Board gratefully acknowledged all gifts.

e) Library Administrator Report

Cournoyer briefly described the upcoming need for digital ADA compliance (2027), the JobPod training, and the letter received regarding late fees for adventure passes. She answered questions and confirmed that area libraries also charge \$10 per day, suggesting that if the Library Board wished to take action on the matter that it be added to a future agenda or be considered during the annual fee review during the annual budget process.

f) Library Renovation Report

Cournoyer gave a short update noting that there were a number of related items for action later in the agenda.

3) Consent Agenda

Cournoyer noted two typo corrections to the March 3, 2026, minutes.

On motion by Rasmussen, seconded by Devitt, the Board approved the consent agenda with the corrections Cournoyer noted to the special session minutes. Kratz-Gullickson abstained due to absence.

a) Approval of the Feb. 13, 2026 Meeting Minutes and the March 3, 2026 Special Session Meeting Minutes

b) Approval of Invoices Paid

c) Informational Items

Included: Preliminary February 2026 Expenditure to Budget Comparison and the February 2026 Monthly Report.

4) Discussion & Possible Action

a) Review and Authorize Cash Consideration of AmBanc Common Stock Held at Time of Merger

On motion by Kratz-Gullickson, seconded by Fiegel, the Board authorized the signing of the letter of transmittal for the 150 shares of AmBank stocks held and transfer to the Wells Fargo portfolio once the deposit is received to the endowment checking account.

b) Renovation Project

Contracts and/or Change Orders

On motion by Kratz-Gullickson, seconded by Rasmussen, the Library Board approved accepting the Coakley Bros moving proposal, authorizing Luebke to sign, and Cournoyer to cut a check from the endowment fund checking account in the amount of \$34,050 for 30% down.

On motion by Kratz-Gullickson, seconded by Devitt, the Library Board approved using the Library Fund balance for the Bauer Builders change order in the amount of \$17,415 for replacing 28 of 50 sills as part of the window replacement project.

Endowment Fund: Transfers, Invoices for Payment

On motion by Rasmussen, seconded by Kratz-Gullickson, the Library Board approved the payment of Coakley Bros invoice 11549 or \$1,250 from the endowment checking account.

On motion by Krause, seconded by Fiegel, the Library Board approved the transfer of \$168,789.20 from the money market account to the endowment checking account and payment from endowment checking in the same amount for Draw 6 to Creative Constructors.

On motion by Fiegel, seconded by Rasmussen, the Library Board approved payment of PRA invoice 202602108 in the amount of \$3,719.34 from the endowment checking account.

On motion by Rasmussen, seconded by Kratz-Gullickson, the Library Board approved the withdrawal of the spendable portion of the Beaver Dam Area Community Foundation Library Fund for deposit into the endowment checking account for Draw 7 due in April.

On motion by Fiegel, seconded by Krause, the Library Board approved Cournoyer submitting documentation to City Finance for reimbursement to endowment checking of downpayments to Bradford Systems for new end panels and Emmons Business Interiors for new furniture from the Library Designated Fund balance in the amount of \$52,692.91.

On motion by Rasmussen, seconded by Fiegel, the Library Board approved Cournoyer submitting documentation to City Finance for reimbursement to endowment checking for the ACCU-1 CIP when it is made available from Creative Constructors.

#### Project Budget and Phases

The Library Board and Cournoyer reviewed the current Library Renovation Budget.

#### Recognition - Donor Wall, Party, Plaques

Lueke plans to convene a meeting of the Design Committee meeting for donor recognition. He also asked for a volunteer from the Library Board to assist with a Party Planning committee. Kratz-Gullickson said she was willing to assist Luebke and Streich with party planning for a donor and staff appreciation event. Luebke stated he would bring a suggested budget amount for catering and related expenses to the Board in April.

- 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

Cournoyer stated the policy was still with the City Attorney for review and will be moved to the April 17 agenda.

#### 5) Any Other Business

- a) Items for future agendas

- b) Announcements

#### 6) Adjourn

On motion by Fiegel, seconded by Krause, the Library Board adjourned at 9:02am.

