



City of Beaver Dam, Wisconsin
Library Board of Trustees Meeting Minutes
1701 N Spring Street (Temporary Location)
Friday, April 17, 2026
7:45 AM

1) Call to Order – Roll Call

Meeting called to order at 7:45am.

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

Excused: Liberty Bell

Also present: Sarah Cournoyer, Library Administrator; Anita Streich, Information and Community Services Librarian; Cal Hemling, Wells Fargo Advisor; Larry Bierke, City Administrator

2) Presentations & Reports

a) Endowment Fund Report

Hemling gave a brief market overview stating that the balance of the Wells Fargo portfolio for the Endowment Fund is \$740K and the money market account is currently earning 3.5% interest. He recommended the \$43,020 from the AmBank stock transfer proceeds be invested into the Washington Mutual Investors American Fund.

On motion by Rasmussen, seconded by Devit, the Library Board approved investing the \$43,020 as recommended.

b) Financial Secretary Report

Schumacher-Rasmussen highlighted balances in the report presented in the packet.

c) Fundraising Committee Report

Kratz-Gullickson told the Library Board that she had checked the DOA grant timeline - she and Cournoyer both expect news within the next six weeks - and there has been no update provided. She is working with Cournoyer and Luebke on naming rights.

d) Gifts and Acknowledgements

Luebke read the gifts and donations and the Library Board acknowledged the donations received.

e) Library Administrator Report

Cournoyer provided some background to the patron letter, the calm room guidelines in development, and the volunteer report on the activities of Afton Clapper advancing local history and genealogy goals.

f) Library Renovation Report

Cournoyer gave an update on the move, final progress, and punchlist items for the project.

3) Consent Agenda

On motion by Devitt, seconded by Rasmussen, the Library Board approved the Consent Agenda as presented.

a) Approval of the March 13, 2026, Meeting Minutes

b) Approval of Invoices Paid

c) Informational Items

included preliminary March 2026 Expenditure to Budget Comparison and the March 2026 Monthly Report.

4) Discussion & Possible Action

a) Renovation Project

Contracts and/or Change Orders

Cournoyer advised the Library Board of a change order for a data connection that was not included in the drawings for the RFID gates.

Endowment or Library Fund: Transfers, Invoices for Payment

Hemling and Cournoyer confirmed that no transfer from the money market account was necessary; Cournoyer anticipates there will be a transfer of approximately \$50K needed for draw 8 in May.

On motion by Devitt, seconded by Ferree, the Library Board approved paying PRA invoice 202603121 and 202604064 in the combined amount of \$1,379.78 from Farmers & Merchants endowment checking.

On motion by Kratz-Gullickson, seconded by Devitt, the Library Board approved paying draw 7 from Creative Constructors in the amount of \$81,726.25 from Farmers & Merchants endowment checking.

Project Budget and Phases

Cournoyer reviewed the project budget presented in packet.

Recognition - Donor Wall, Party, Plaques

Luebke gave an overview of the committee's process, ADA compliant signage, consultation with Signarama, and the outdoor patio plate plaque planned.

Cournoyer provided a brief recap of her conversation with John A Bauer, naming rights eligible donor for the final meeting/study room.

On motion by Devitt, seconded by Kratz-Gullickson, the Library Board approved naming

rights for the final meeting/study room for the "Ken Bauer Family."

Luebke stated that the party planning committee meets after the Library Board meeting. Planning will include date selection, invitation planning for 170 donors. He requested a \$5K budget to include invitations, hors d'oeuvres, and a staff appreciation dinner. A brief discussion followed.

On motion by Rasmussen, seconded by Fiegel, the Library Board approved assigning a budget of up to \$5K for the donor party and staff dinner.

- 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

- d) Meeting and Study Room Policy

On motion by Fiegel, seconded by Krause, the Library Board approved the Meeting and Study Rooms Policy. Reservations for the Foulkes Community Room will begin July 1, while the Frinak Conference Room, and the Foulkes, Sushak, and Bauer Meeting/Study Rooms will be available for reservation following reopening.

- e) Full-Time Position Job Descriptions

On motion by Luebke, seconded by Kratz-Gullickson, the Library Board moved to table this agenda item until the June 12 meeting and to form a committee for the July 17 meeting.

5) Any Other Business

- a) Items for future agendas

May - Annual meeting with election of officers

- b) Announcements

Luebke congratulated Anita Streich on 25 years of service and Scott Tillema for 10 years of service, stating that he had attended the City Recognition Luncheon.

6) Adjourn

On motion by Fiegel, seconded by Ferree, the Library Board adjourned at 9:18am.