City of Beaver Dam, Wisconsin
Library Board of Trustees Meeting Minutes
311 N Spring Street: Community Room
Friday, June 12, 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; Mary Kahler; Jamie Kratz-Gullickson; Liberty Bell
Excused: None
Also Present: Sarah Cournoyer, Library Director; Anita Streich, Information & Community Services Librarian; Cal Hemling, Wells Fargo Advisor

2) Presentations & Reports

a) Endowment Fund Report

Hemling informed the Library Board that the current value of the endowment portfolio is approximately $760K. He also let the Library Board know that he is retiring and July will be his last meeting. Hemling said he has enjoyed the opportunity to serve as financial advisor to the Board for the endowment and to be involved in the library renovation in that role. Nick Johnson has been receiving the endowment portfolio reports for the last two years and is prepared to take on the role upon Hemling's retirement.

The Library Board and Cournoyer thanked Hemling for his diligence and savvy, as well as his commitment to the library since 2011.

b) Financial Secretary Report

Schumacher-Rasmussen presented the report as included in the packet.

c) Fundraising Committee Report

Kratz-Gullickson reported that everything is set for the donor reception and open house event. She reviewed the talking points with the entire Library Board. Stating that Cournoyer was also there, Kratz-Gullickson reported on the Building and Leveraging Your Municipal Relationships (Collaborating for Community Success) webinar they attended on June 11. She was particularly interested in the fiscal and economic impact libraries have on their communities.

d) Gifts and Acknowledgements

Luebke and the Library Board acknowledged the gifts received as presented in the report in the packet.

e) Library Administrator Report

Cournoyer highlighted the significant use of the meeting and study rooms to date. She also noted that she was selected as a fellow for the National Games and Libraries Project (NGLP) as part of a small group of librarians experienced in games-based library services (GBLS) from Wisconsin and Washington state, who will be developing recommendations and best practices related to implementing games-based collections and programs in libraries over the next year. Luebke stated that he attended a WLA session with Chris Baker, an NGLP lead, and confirmed the value of GBLS.

f) Library Renovation Report

Cournoyer advised the Library Board that she submitted the HVAC ACCU CIP reimbursement request to City Finance. She also advised that the recent exhaust fan replacement was an existing building issue and was a facility cost, not a renovation cost. Luebke informed the Board that the donor wall will be installed on 6/15 and that the conference table is coming. He suggested a "cheat sheet" for the calm room lighting panel.

3) Consent Agenda

On motion by Bell, seconded by Rasmussen, the Board approved the consent agenda as presented.

a) Approval of the May 15, 2026 Meeting Minutes

b) Approval of Invoices Paid

c) Informational Items

included the preliminary May 2026 expenditure to budget comparison, and the April and May 2026 monthly reports.

4) Discussion & Possible Action

a) Renovation Project

Contracts and/or Change Orders

Cournoyer advised that the only change order was for additional emergency exit lighting required by the building inspector, and that it had been installed.

Endowment or Library Fund: Transfers, Invoices for Payment

On motion by Kratz-Gullickson, seconded by Devitt, the Board approved payment of the Signarama invoice in the amount of $9,041.05 from the endowment checking account.

On motion by Rasmussen, seconded by Ferree, the Board approved a transfer from the Wells Fargo endowment portfolio to the endowment checking account in the amount of $85,950 and paying the Coakley Bros invoice in that amount from the endowment checking account.

Project Budget and Phases

Cournoyer offered to answer any questions regarding the project budget sheet as presented in the packet.

Recognition - Donor Wall, Party, Plaques

Cournoyer stated that the signage for the adult changing table had been requested from Signarama. Consensus of the Board was that Jonas and Julie Zahn could include a discrete engraving on the conference table in-kind donation.

b) Designation of Frances J. "Bunny" Schmidt Bequest

There was brief discussion regarding the bequest designation. Streich was assigned to get more information.

On motion by Kratz-Gullickson, seconded by Kahler, the Board tabled the motion until the July 17 meeting.

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) Review and/or Approve FT Job Descriptions and Possible Formation of Personnel Committee

Luebke provided background and the April consensus of the Board to form a committee in July. He appointed Krause and Rasmussen to work with Cournoyer as a personnel committee.

5) Any Other Business

a) Items for future agendas

Review AI Policy

b) Announcements

6) Adjourn

On motion by Rasmussen, the Library Board adjourned at 8:52 am.