City of Beaver Dam, Wisconsin
Library Board of Trustees Meeting Minutes
311 N Spring Street: Community Room
Friday, July 17, 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; Mary Kahler; Brandon Krause; Jamie Kratz-Gullickson; Heather Rasmussen
Excused: Mike Devit; Frank Ferree; Liberty Bell; Eric Schumacher-Rasmussen
Also present: Sarah Cournoyer, Library Director; Anita Streich, Information & Community Services Librarian; Cal Hemling, Wells Fargo Financial Advisor; Larry Bierke, City Administrator

2) Presentations & Reports

a) Endowment Fund Report

Hemling reported that the balance of the endowment fund portfolio is approximately $691K with $31K in the money market account. He said that YTD the portfolio is up 10-11% with 8% what he considers to be good. Hemling let the Board know that he and Nick Johnson, the incoming WF advisor, met with Cournoyer on Thursday. Hemling noted some figures of historical interest: value of portfolio in 2011 when he started was approximately $665K, in Sept. 2025 the value was $2.2 million from mostly market appreciation, and following the investment in the library renovation, the value is about where it was in 2011. He recommends the Board evaluate if the goal is growth, growth, growth, or if the Board would prefer to go back to a 70/30 mix of stocks to bonds. The Board and Cournoyer voiced their appreciation of Hemling's dedication and thanked him for all he's done for the library and the community as financial advisor.

On motion by Kratz-Gullickson, seconded by Rasmussen, the Board approved adding Hemling as a Supporter on the donor wall.

b) Financial Secretary Report

Report as presented in the packet.

c) Fundraising Committee Report

Kratz-Gullickson noted that the library is in the celebration stage of the successful renovation, but is preparing for phase two to complete the patio and lower level renovations. She will share recommendations regarding the Schmidt bequest later in the meeting.

d) Gifts and Acknowledgements

Luebke read the list of gifts and donations and the Library Board acknowledged their generosity.

e) Library Administrator Report

Cournoyer briefly reviewed several items, confirming JobPod launch date in progress, and that she will provide comparisons on circulation and visits per Kratz-Gullickson's request.

3) Consent Agenda

On motion by Rasmussen, seconded by Kratz-Gullickson, the Library Board approved the consent agenda as presented.

a) Approval of the June 12, 2026 Meeting Minutes

b) Approval of Invoices Paid

c) Informational Items

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

4) Discussion & Possible Action

a) Review and Approve Full-time Position Descriptions

Rasmussen stated that she and Krause had met with Cournoyer and reviewed the position descriptions. She noted that ADA compliant wording was added for physical requirements, clarification and additional details were added to the driver's license and vehicle requirements, as well as reviewing and adjusting for formatting and language across positions.

On motion by Kratz-Gullickson, seconded by Krause, the Library Board approved the job descriptions as presented.

Luebke stated that he will keep the committee active for later evaluations and updates of job descriptions.

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

Kratz-Gullickson stated that the intention of the Schmidt bequest was to better the library. She will use Schmidt's story of "quietly doing things every day to better her community" to inspire other donors and legacy gifts. Brief discussion ensued.

On motion by Krause, seconded by Rasmussen, the Library Board approved designating the Schmidt bequest held in the portfolio as part of Phase 2 with naming rights to be determined.

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) Renovation Project: Transfers, Invoices, Updates, Project Budget

On motion by Kratz-Gullickson, seconded by Rasmussen, the Library Board approved paying Creative Constructors $50,973.57 from endowment checking.

On motion by Kratz-Gullickson, seconded by Rasmussen, the Library Board approved paying Signarama for the three invoices totaling $11,367.75 from endowment checking.

On motion by Krause, seconded by Kahler, the Library Board approved reimbursing the City for $191.97 for Storybook Trail installation materials from the endowment checking.

On motion by Kratz-Gullickson, seconded by Krause, the Library Board approved reimbursing the Gift & Lost Books account from endowment checking for the $236.14 for the staff appreciation dinner.

5) Any Other Business

a) Items for future agendas

Cournoyer stated there will be several policies on the August agenda and the draft 2027 budget will be on the September agenda.

b) Announcements

6) Adjourn

On motion by Krause, seconded by Rasmussen, the Board adjourned at 9:01am.