City of Beaver Dam, Wisconsin
Library Board of Trustees Meeting Minutes
311 N Spring Street: Conference Room
Friday, November 15, 2024
7:45 AM

1) Call to Order – Roll Call

Meeting called to order at 7:45am by Samantha Stam, Library Board President.
Present: Samantha Stam; Frank Ferree; Rob Meyer; Mike Devitt; Liberty Bell; Mary Vogl-Rauscher; Kevin Luebke; Eric Schumacher-Rasmussen; Connie Fiegel.
Excused: None.
Also present for all or part of the meeting: Sarah Cournoyer; Library Administrator; Anita Streich, Information & Community Services Librarian; Jason Puestow, Plunkett-Raysich Architects

2) Presentations & Reports

a) Endowment Fund Report

Hemling's report was presented in the packet as he was not able to attend the meeting in person.

b) Financial Secretary Report

Vogl-Rauscher shared that the finances were good and her report was included in the packet.

c) Gifts and Acknowledgements

The Library Board acknowledged the gifts designated for the Endowment Fund in honor of Margaret Schmitt from the Schmitt Family and Anita Streich, as presented in the packet.

d) Library Administrator Report

Cournoyer stated that the total donations received for the $40 for 40 Years social media day of giving totaled $2,420. There were no questions on the information in the report as included in the packet.

3) Consent Agenda

On motion by Meyer, seconded by Bell, the Board approved the consent agenda, including the payment of $72.93 from the Endowment Fund checking account.

a) Approval of the Oct. 18, 2024, Meeting Minutes

b) Approval of Invoices Paid

c) Informational Items

Informational items included: Next Chapter Renovation Expense Tracker; October 2024

Expenditure to Budget Comparison; December Events Calendar; Luebke's WLA Conference Summary; 2025 Library Board Meeting Dates Schedule.

4) Discussion & Possible Action

a) Library Closed Dates 2025

On motion by Vogl-Rauscher, seconded by Fiegel, the 2025 Library holiday closing dates were approved as recommended with the Library to remain open on Good Friday and the day after Thanksgiving.

b) Patron Disqualification

On motion by Bell, seconded by Meyer, the disqualification of the patron for repeated violation of rules of conduct was confirmed.

c) Design Contract for Library Renovation

Cournoyer stated that the contract had been reviewed by the City Attorney's office and that Plunkett-Raysich Architects made requested edits to the contract terms. Puestow and Cournoyer confirmed that WDS would be handling bids and subcontractors in their role as construction managers. Vogl-Rauscher stated that Ben Westra had agreed to work on in-kind donations.Cournoyer referenced the WDS information regarding initial cost and duration estimates for the project if it is conducted in phases or if the library temporarily relocates to an alternate site during construction for future consideration. In response to a question regarding decisions for potential change orders, Puestow confirmed that in his experience, there is generally a $5K to $10K threshold for the Owners Representative, Cournoyer, and that the Board could determine that threshold at a later date.

On motion by Devitt, seconded by Vogl-Rauscher, the Board approved signing the contract as presented. Library Board President Sam Stam signed on behalf of the Board.

d) Endowment Fund Policy Review

In the interest of time, this agenda item was deferred to the December 13, 2024, meeting.

e) 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.

On motion by Devitt, seconded by Bell and by unanimous roll call vote, the Board adjourned 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.

f) Reconvene in open session to take action on library donors

On motion by Bell, seconded by Meyer, and by unanimous roll call vote of all Library Board members, the Board reconvened in open session.

On motion by Meyer, seconded by Luebke, the Board approved the naming rights of all donors as presented and to apply for the Beaver Dam Community Hospital Foundation grant in the amount of $125,000.

5) Any Other Business

a) Items for future agendas

Endowment Fund Policy Review

b) Announcements

Stam announced that she would be moving out of the City of Beaver Dam no later than January 1, 2025. Cournoyer will follow up on Stam's eligibility to remain on the Board.

6) Adjourn

On motion by Bell, seconded by Meyer, the Board adjourned at 9:05am.