City of Beaver Dam, Wisconsin
Library Board of Trustees Meeting Minutes
311 N Spring Street: Conference Room
Friday, December 13, 2024
7:45 AM

1) Call to Order – Roll Call

Meeting called to order by Samantha Stam, Library Board President, at 8:01am due to technical difficulties.
Present: Samantha Stam; Rob Meyer; Mike Devitt; Mary Vogl-Rauscher; Kevin Luebke; Connie Fiegel.
Excused: Frank Ferree; Liberty Bell. Absent: Eric Schumacher-Rasmussen
Also present for all or part of the meeting: Sarah Cournoyer, Library Administrator; Aaron Svetly, Technical & Public Services Librarian; Cal Hemling, Wells Fargo Advisor; Nathan Thiel, City Administrator; Ali Roth, WDS

2) Presentations & Reports

a) Endowment Fund Report

Hemling informed the Board that it has been a good year for the market. The portfolio is up 18% YTD and 20% for the last 12 months. Rates are set to be cut, so interest rate on money market account may decrease. Current value of portfolio is $2,050,000, which is up $319,000 for the year. He recommends the Board consider the strategy for the future and what the mix of the portfolio should be.

b) Financial Secretary Report

Vogl-Rauscher shared a discrepancy she noted between the ending balance 10.31.24 and beginning balance 11.1.24 as shown on the reports pulled from the Beaver Dam Area Community Foundation Library Fund. After speaking with Greg Giles, the Fond du Lac Foundation Executive Director, the difference was attributed to the posting of the administrative fees for the fund. Her report was presented as included in the packet.

c) Gifts and Acknowledgements

The Board acknowledged the gifts and donations as presented in the packet. Cournoyer noted that the current total of funds raised to date is $594,287. Cournoyer will provide Luebke with contact information for donations received through the BDACF Library Fund that are naming rights eligible.

d) Library Administrator Report

Hearing no questions from the Board, Cournoyer lauded the library staff's efforts towards preparing for construction and the anticipated February launch of MessageBee for Monarch Library System member libraries. MessageBee delivers phone and text notifications to library patrons.

e) City Administrator: Personnel Handbook Updates

Thiel shared upcoming updates to the personnel policy: 1) clarification to the requirement for employees to give three months notice for retirement and also made it a condition to receive the benefit of sick leave conversion and 2) switching from a calendar year to a rolling calendar year for employees using the Family Medical Leave Act, as advised by legal counsel. He also advised the Board that a Police & Fire Commission wage evaluation led to a City-wide wage study by GovHR to determine a comparable measure for compensation using a multi-point grade scale for positions.

3) Consent Agenda

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

a) Approval of the NOV 15, 2024, Meeting Minutes

b) Approval of Invoices Paid

c) Informational Items

Informational items included the preliminary November Expenditure to Budget Comparison, the November 2024 Monthly Report, and the January events calendar.

4) Discussion & Possible Action

a) Patron Disqualification

On motion by Fiegel, seconded by Luebke, the Board approved the disqualification of the patron due to violations of the Library Rules of Conduct. Devitt abstained from the vote.

b) Renovation Update and Design Committee Appointment(s)

Cournoyer gave an update on progress drawings from Puestow of PRA, which she forwarded to the Board via email. Puestow has proposed a date of 1.16 or 1.9 for the first design meeting. Stam appointed Luebke as the Library Board representative on the design committee which will also include Cournoyer and library staff members.

c) Endowment Fund Policy Review

On motion by Meyer, seconded by Fiegel, the Board approved considering the $227,383.61 gifted by a confidential donor as an undesignated gift, not part of the restricted principal. The gift instrument stated "We hope the Beaver Dam Community Library Endowment Fund will put these funds to good use in meeting your mission to the community." The consensus was to leave these funds in the investment portfolio and not to convert them to cash.

Hemling was directed by the Board to convert the Foulkes Foundation stock transfer to the cash balance in the money market when the gift is received.

d) 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.

No closed session necessary.

e) Reconvene in open session to take action on library donors.

f) Library Board Trustee Status Updates

Cournoyer stated that she met with Mayor Marck to give a tour of the library and orientation as part of the Mayor's onboarding. She informed the Mayor that there were three Board members with terms expiring May 2025: Mary Vogl-Rauscher, Kevin Luebke, and Eric Schumacher-Rasmussen and that all three were willing to serve another three year term if appointed.

5) Any Other Business

a) Items for future agendas

Phased construction vs temporary relocation during renovation construction

b) Announcements

6) Adjourn

On motion by Vogl-Rauscher, seconded by Meyer, the Board adjourned at 9:15am.