City of Beaver Dam, Wisconsin
Library Board of Trustees Meeting Minutes
311 N Spring Street: Conference Room
Friday, February 14, 2025
7:45 AM

1) Call to Order – Roll Call

Meeting called to order at 8:46am by Library Board President, Kevin Luebke.
Present: Kevin Luebke; Frank Ferree; Mike Devitt; Liberty Bell; Mary Vogl-Rauscher; Connie Fiegel
Excused: Eric Schumacher - Rasmussen
Absent: Brandon Krause
Also present for all or part of the meeting: Sarah Cournoyer, Library Administrator; Anita Streich, Information & Community Services Librarian; Ali Roth, WDS; Jen Hiley and Chelsea Deaton, Leadership Beaver Dam; Tom Heffron, President of Beaver Dam Area Community Foundation

2) Presentations & Reports

a) Leadership Beaver Dam Storybook Trail Proposal

Jen Hiley and Chelsea Deaton presented the Storybook Trail fundraising initiative as their project for Leadership Beaver Dam. The goal is to raise $4,000 dollars for a storywalk frame and post purchase and installation, with the purpose of supporting early literacy, well-being, and encouraging Intergenerational connections. The fundraiser would be promoted via in-person and social media channels with funds deposited in the Library's fund with Beaver Dam Area Community Foundation. Donors would enter "Storybook Trail" in the memo for online donations; Cournoyer will track these funds separately from the renovation dollars. Hiley and Deaton were pleased to announce that both the Heffron Family Fund and Dr. Marilyn Thomas had both pledged $1,000 each towards the project. They will also apply for a Spring 2025 BDACF grant for the project on behalf of the library. Cournoyer shared sustainability of the proposed project stating that a storywalk was a value-added addition to the entrance change for the library and that Monarch Library System maintains a collection of storywalk kits to be used by member libraries. Additional stories could be purchased as needed for minimal cost.

On motion by Bell, seconded by Devitt, the Board approved the fundraising efforts for the Storybook Trail by Leadership Beaver Dam.

b) Endowment Fund Report

Hemling sent report as he was not able to attend in person. He stated the Wells Fargo portfolio was up $34K from last month and at a 75/25% mix.

c) Financial Secretary Report

Vogl-Rauscher presented the report as included in the packet noting that the month end balance showed a 27% increase in the portfolio.

d) Library Administrator Report

Cournoyer presented the report as included in the packet.

3) Consent Agenda

On motion by Devitt, seconded by Vogl-Rauscher, the Board approved the consent agenda as presented.

a) Approval of the January 17, 2025, Meeting Minutes

b) Approval of Invoices Paid

c) Informational Items

Included January 2025 Expenditure to Budget Comparison; Gifts and Donations to Acknowledge (will be addressed in 4d); January 2025 Monthly Report; March 2025 Events Calendar; and the proof of the Library page to be included in the March/April edition of the Community Courier (a Recreation Department publication).

4) Discussion & Possible Action

a) State Annual Report and System Effectiveness Statement

Cournoyer provided a brief overview of the annual report.

On motion by Vogl-Rauscher, seconded by Ferree, the Board approved the signature of the State Annual Report and System Effectiveness Statement following the final review of the capital expenditures total by Cournoyer and Riti Grover, System Director of Monarch Library System.

b) Renovation Project

On motion by Vogl-Rauscher, seconded by Devitt, the Board approved the transfer of $48,594.68 from the money market to the AmBank Endowment checking account for the purpose of paying the PRA invoice in the amount of $48,594.86 from the endowment checking account when the transfer has been made.

Updates & Design Committee Appointment

Luebke gave an overview of the design meetings and process to date. Main items are that design is being adjusted for function with the input of staff. PRA and WDS are recommending a pause after the completion of the design development in order to review and develop current cost estimates for the construction project. The Board concurred.

Luebke announced that he appointed Bell to the Design Committee.

Temporary Location vs Phased Construction

On motion by Devitt, seconded by Bell, the Board approved amending the agenda to discuss a temporary location vs phased construction before the consent agenda to accommodate Bell's schedule.

Luebke and Bell strongly recommend a temporary relocation for the library. Cournoyer concurred. Roth from WDS provided input on cost and time savings associated with construction having access to the entire building for the duration of the project. She provided an estimate of an additional $395K to phase the construction due to an extended schedule, temporary barricades, multiple mobilizations for subcontractors, dust control, and additional cleaning. She noted that final costs could vary. Cournoyer and Roth confirmed that the current cost of construction budget did include $80-100K for phasing, so the estimate is that a phased approach would add $295K to the construction costs. Questions and discussion followed.

On motion by Bell, seconded by Fiegel, the Board approved proceeding with a non-phased approach.

Cournoyer will continue to negotiate lease terms with the property owner of the proposed temporary location. Devitt will review the draft of the lease. Cournoyer was instructed to collect information on the going rate for commercial leases per square foot.

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.

On motion by Luebke, seconded by Devitt, by unanimous roll call vote of members present - Luebke, Devitt, Vogl-Rauscher, Ferree, and Fiegel - the Board approved adjourning 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.

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

On motion by Luebke, seconded by Devitt, by unanimous roll call vote of members present - Luebke, Devitt, Vogl-Rauscher, Ferree, and Fiegel - the Board approved reconvening in open session.

On motion by Ferree, seconded by Devitt, the Board approved the naming rights eligible donations of Allen Born (in memory of Sheri Born) and Sue Gutknecht.

5) Any Other Business

a) Items for future agendas

Lease for temporary location

b) Announcements

Cournoyer announced that the Library is staffing an activity & information booth, as well as sponsoring three performers at the Culture Convention at Wayland Academy on Saturday, March 1 from 1-4pm in the Lindsay Gym and she invited Board members to attend.

6) Adjourn

On motion by Devitt, seconded by Fiegel, the Board adjourned at 8:46am.