City of Beaver Dam, Wisconsin
Library Board of Trustees Meeting Minutes
311 N Spring Street: Conference Room
Friday, March 14, 2025
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; Liberty Bell; Connie Fiegel.
Excused: Mary Vogl-Rauscher
Absent: Eric Schumacher-Rasmussen
Also present for all or part of the meeting: Sarah Cournoyer, Library Administrator; Anita Streich, Information & Community Services Librarian; Sam Jones, Youth Services Librarian; Cal Hemling, Wells Fargo Advisor; Heather Rasmussen, citizen.

2) Presentations & Reports

a) Endowment Fund Report

In Hemling's absence, the report was as presented in the packet. Questions regarding investments and moving Beaver Dam Area Community Foundation (BDACF) Library Fund dollars into the money market account were posed by the Board. Luebke, Vogl-Rauscher, and Cournoyer will discuss with Hemling.

On motion by Devitt, seconded by Fiegel, amended by Luebke, with amendment seconded by Devitt, the Board approved leaving $5,000 and all Storybook Trail Funds in the BDACF Library Fund with the remainder to be transferred to the money market. *[Motion may be rescinded or amended at the April meeting due to Hemling's arrival and subsequent discussion.}*

Upon arrival, Hemling apologized for being late. He informed the Board that the portfolio is currently at 76% cash for the renovation project. The Board requested a recommendation for the BDACF Library Fund. He stated that the money market is currently at 4.3% with no risk. Per the Board's instruction, Cournoyer will request the gain/loss statement from BDACF and share it with Hemling. Hemling will evaluate to provide a recommendation at April's meeting.

b) Financial Secretary Report

As presented in packet.

c) Gifts and Acknowledgements

The Board acknowledged the $125,000 grant received from the Beaver Dam Community Hospital Foundation and the donation of $5,000 towards the Next Chapter Donation from Bob & Sandy Roell. Luebke delegated Roell naming rights discussion to Fiegel as she knows the Roells. The Board also acknowledged the Storybook Trail donations received from Heffron Family Fund, Dr. Marilyn Kay Thomas; and the Marshfield Medical Center - Beaver

Dam LDI members.

d) Library Administrator Report

Cournoyer had a few highlights from her report: Dodge and adjacent counties billed for reimbursement for services to rural library patrons in 2024; she and two librarians attended the UW Extension Dodge County Community Needs Forum; following her presentation to the Noon Kiwanis she was invited to submit a funding request to the National Exchange Bank & Trust Foundation; she was awarded a $1,000 SEWI CE grant to attend the Wisconsin Association of Public Libraries Conference from May 1 to May 3, 2025; and the annual ILS upgrade is scheduled for Sunday, March 16 and some library services will not be available during the update.

Cournoyer also gave a shout-out to Svetly for his work on Rokus and hotspots; to Streich for her work on the Archives Room; and to Jones for her work on early literacy in collaboration with the BDUSD Early Literacy group.

3) Consent Agenda

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

a) Approval of the Feb. 14,2025 Meeting Minutes

b) Approval of Invoices Paid

c) Informational Items: Feb 2025 Expenditure to Budget Comparison, 2025 Monthly Report, BDCH Foundation Grant Award Letter, April 2025 Events Calendar

4) Discussion & Possible Action

a) Display Policy

After robust discussion, on motion by Bell, seconded by Fiegel, the Board approved the Display Policy with the adjustment noted moving the last sentence in the second paragraph to the end of the Principles and Criteria section.

b) Renovation Project Update

Upon motion by Devitt, seconded by Bell, the Board approved the payment of PRA invoice 202503057 in the amount of $18,787.26 from the AmBank Endowment Fund checking account.

Bibliotheca RFID Gate Quote

Postponed until April meeting due to time constraints.

Lease for Temporary Library Site

Not available at this time.

Moving Quotes/Proposals

On motion by Luebke, seconded by Devitt, the Board approved amending the agenda to allow Billy Zlotocha, from Coakley Brothers and Brothers Interiors, to present the moving proposal. Zlotocha provided a high level overview of the proposed moving plan and then took questions from the Board.

On motion by Bell, seconded by Fiegel, the Board approved selecting Coakley Bros as the mover for the proposed temporary relocation of the library.

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.

   None at this time.

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

   N/A

5) Any Other Business

   a) Items for future agendas

      Bibliotheca RFID Gates Quote; Challenged Materials Policy

   b) Announcements

      Luebke announced that National Library Week is April 6 - 12, 2025, and that there will be a Mayoral Proclamation of National Library Week at the April 7, 2025, Common Council meeting at 7:30pm at City Hall. He is not able to attend with Cournoyer, but encouraged anyone that is able to do so.

6) Adjourn

   On motion by Devitt, seconded by Fiegel, the Board adjourned at 9:15am.