City of Beaver Dam, Wisconsin
Library Board of Trustees Meeting Minutes
311 N Spring Street: Conference Room
Friday, April 18, 2025
7:45 AM

1) Call to Order – Roll Call

Meeting called to order at 7:45am.
Present: Kevin Luebke; Brandon Krause; Mike Devitt; Liberty Bell; Eric Schumacher-Rasmussen; Mary Vogl-Rauscher; Connie Fiegel; Jamie Kratz-Gullickson
Excused: Frank Ferree
Also present for all or part of the meeting: Sarah Cournoyer, Library Administrator; Anita Streich, Information & Community Services Librarian; Mayor Bobbi Marck

2) Presentations & Reports

a) Introductions: Jamie Kratz-Gullickson, Trustee and Bobbi Marck, Mayor

Jamie Kratz-Gullickson filling vacancy created by departure of Stam; term runs through May 1, 2027. Library Board President Kevin Luebke welcomed Kratz-Gullickson to the Library Board.
Mayor Marck introduced herself to the Library Board and expressed her appreciation for the work the Board has done, acknowledging it is a huge undertaking to fulfill the vision of a renovated library, recognizing that it has been years in the making, and stating she is excited for what is to come.

b) Endowment Fund Report

As Hemling was not able to attend in person this month, he submitted a brief report: market volatility continues, Fed is still expected to cut interest rates, June will be a better time to make decisions. At the Board's request, he reviewed the portfolio mix report provided by the Beaver Dam Community Area Community Foundation. His recommendation was to use the Foundation funds first as it is a more aggressive portfolio than the Board's Wells Fargo portfolio. Cournoyer said she discussed his report with him and he did not recommend making a transfer from the BDACF Library Fund now as there are funds available and the money market account is protected from market fluctuations and earning interest. Cournoyer affirmed that he could answer questions at the next meeting or in June.

c) Financial Secretary Report

Vogl-Rauscher commented that an error in the February BDACF Library Fund statement was due to a software transition and the corrected statement showed an amount in the Board's favor. She reported a $30,000 loss in the Wells Fargo portfolio last month due to market fluctuations.

d) Gifts and Acknowledgements

Luebke read the acknowledgments, noting donations designated for the principle of the endowment fund in memory of Dorothy J. Stegner. Cournoyer said Stegner's daughter dropped off additional memorial donations on Thursday requesting they be designated for principle also. Stegner's daughter was also very impressed with the renovation plans. As well as donations for the Next Chapter renovation from American Legion Post 146, there were additional donations from Sandra K Brooks, Jeffrey Steinbach in memory of Phyllis Steinbach, and Nathan & Krystle Thiel. The Thiels also made a donation to the Storybook Trail. Cournoyer noted that a $500 grant was awarded by the BDACF, which Jen Hiley and Chelsea Deaton applied for on behalf of the Library for the Storybook Trail as part of their Leadership Beaver Dam project.

Luebke took time to acknowledge Cournoyer and the staff for all of their efforts in support of the project, noting that Cournoyer especially has been busy running around this month coordinating things to allow the Board to make plans.

e) Library Administrator Report

As presented in packet. Cournoyer added that she will be presenting a high level timeline update to the Common Council Monday, April 21 on the renovation project which will be informed by the decisions made by the Board today.

3) Consent Agenda

On motion by Bell, seconded by Devitt, the Board approved the Consent Agenda. Kratz-Gullickson abstained.

a) Approval of the March 14, 2025 Meeting Minutes

b) Approval of Invoices Paid

c) Informational Items: Revenues with Comparison to Budget March 2025, March 2025 Report, 2024 BDCL Year in Review, 2024 Monarch Annual Report; LSTA Funding Infographic

4) Discussion & Possible Action

a) JobPod Memorandum of Understanding

Luebke gave the Board an overview of the JobPod program as discussed in prior meetings, stating the desire to enter into an agreement with them as described in the memorandum. He noted that the $3,000 fee for official JobPod training information, Standard Operating Procedures (SOP) training manual, certification, and branding has been covered by a grant from the Nicolet Federated Library System. Krause asked and Cournoyer confirmed that it was a one time fee. Luebke stated that a requirement of the agreement was to keep at least one member of the staff as a trained member of the staff at all times; Cournoyer stated that all librarians would be trained, as well as the circulation supervisors.

Cournoyer noted that Beaver Dam will be the first Monarch Library, and the first library in Dodge County to add JobPod. When she spoke to County Supervisor Dave Frohling, who is on the Workforce Development Board, he was enthusiastic and their Board has already signed the MOU. Cournoyer was excited for the Library to be a leader in providing this service to the community.

On motion by Bell, seconded by Devitt, the Board approved signing the JobPod MOU. Cournoyer thanked the Board stating that she feels this will be a very beneficial partnership.

b) Portrait Deaccessions: Williams & Drown

Luebke introduced the portrait de-accessions along with Cournoyer. Cournoyer credited Streich for doing a wonderful job with the deaccesion forms, acknowledging Streich's knowledge of local history and managing archival and local history artifacts noting it's been beneficial for the library. She said they've had conversation with Kurt Sampson, curator of the Dodge County Historical Society, and the Society would be glad to receive the portraits of the Williams Free Library benefactors.

Cournoyer stated that the Library would keep the portrait of Hutchins as he was a leader in the free library movement in Wisconsin and an organizer and President of the Wisconsin Library Association. So his portrait will be hung in the renovated technology and local history area.

On motion by Bell, seconded by Devitt, the Board approved the transfer of the Williams and Drown portraits to the Dodge County Historical Society.

c) Renovation Project

On motion by Bell, seconded by Devitt, the Board approved payment of the PRA invoice for $350.06 for services rendered, and payment of the Coakley Brothers Interiors Invoice for the down payment of $1250,00 for design services of the floorplan required for the certificate of occupancy from the Endowment Fund checking account.

Scope Update

Discussion of gap between funds available and current construction budget estimate ensued. Cournoyer provided a review of the available funds. Luebke gave an overview of the value engineering process that took place with the Design Committee and Jason of PRA to determine areas of savings or scope reduction. Luebke confirmed that if funding for the lower level became available, that could be added back into the project as an alternate bid or as a change order depending on timeline. Cournoyer stated that she would be collaborating with Facilities Supervisor John Neumann on a 2026 CIP request for maintenance of existing windows that are also at forty years and have reached end of life.

Luebke provided background of professional services versus construction services and requirements for public bidding; by statute, public construction projects over $25,000 must go to public bid. WDS provided pre-construction services for the $5,000 payment in April 2022 and may bid as a general contractor on the project. Cournoyer summarized next steps for the Board: have testing for environmental hazards completed; provide scope and decision on value-engineering list of items to PRA to complete drawings and begin construction drawings; and amend contract with PRA to include bidding assistance.

Devitt requested a special session for the Library Board to review the suggested reductions in scope. Motion to adjourn made by Bell; motion withdrawn. Additional discussion to clarify points of special session followed. Cournoyer will send a Doodle poll out to determine a time for a meeting the week of April 21.

Temporary Location Updates

Cournoyer provided an overview of the current status of the building, occupancy requirements per City Building Inspector, work done to date by owner's contractor, and took questions from Board members.
Per Board's direction, Cournoyer will request quote for installing automatic door opener - not required for temporary location, but good customer service and makes it more accessible - then bring it back for consideration.

Robust discussion of lease terms and timing for occupancy, move and its contract, summer programming, and impact on timeline.

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.

Due to time constraints, there was no closed session discussion.

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

n/a

5) Any Other Business

a) Items for future agendas

b) Announcements

On motion by Fiegel, seconded by Kratz-Gullickson, the Board adjourned at 9:21am.

6) Adjourn