City of Beaver Dam, Wisconsin
Library Board of Trustees Meeting Minutes
311 N Spring Street: Conference Room
Friday, May 16, 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; Brandon Krause; Mike Devitt; Liberty Bell; Heather Rasmussen; Eric Schumacher-Rasmussen; 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; Cal Hemling, Wells Fargo Advisor

2) Public Comment & Correspondence

None

3) Presentations & Reports

a) Introduction: Heather Rasmussen, Trustee

Rasmussen provided a brief introduction and was welcomed by the members of the Library Board and staff in attendance, as well as Hemling.

b) Endowment Fund Report

Hemling stated that the portfolio was at $2.095 million with 76% cash. The Allspring money market account has $1.59 million for the renovation. Hemling is optimistic despite the choppy market. He discussed his recommendation to use the BDACF Library Fund first since it is a more aggressive portfolio.

c) Financial Secretary Report

Cournoyer presented the Financial Secretary report stating that she added information regarding the balance of the restricted principle of the endowment fund. She provided Library Board President Kevin Luebke all materials used to prepare the report, as the Financial Secretary position is currently vacant.

d) Gifts and Acknowledgements

Luebke acknowledged gifts listed on the report. He also acknowledged Mary Vogl-Rauscher for sixteen years of service on the Library Board of Trustees. A card was passed around for trustees to sign for Vogl-Rauscher.

e) Library Administrator Report

Cournoyer presented the report as included in the packet.

4) Consent Agenda

On motion by Kratz-Gullickson, seconded by Bell, the Board approved the Consent Agenda as presented.

a) Approval of the April 18, 2025 Meeting Minutes and April 23, 2025 Special Session Meeting Minutes

b) Approval of Invoices Paid

c) Informational Items

5) Discussion & Possible Action

a) Annual Meeting Election of Officers

Luebke described the process and the officer positions. Annual election followed. Luebke nominated himself for President, seconded by Bell, and was elected by unanimous vote. Bell was nominated for Vice President by Krause, seconded by Fiegel, and was elected by unanimous vote. Schumacher-Rasmussen was nominated for Financial Secretary by Luebke, seconded by Bell, and elected by unanimous vote.

b) Summer Nutrition Program for Kids - Meals to Go Site

Cournoyer elaborated briefly on the information in the packet stating that staff have wanted to provided this opportunity in collaboration with BDUSD for several years, but were unable to provide a space for meals to be eaten onsite during the busy summer programming months. However, following a rule change that allows distribution by BDUSD food service staff and meals to be taken to go, she felt this was a good year to provide this opportunity to youth in the community. Krause agreed that the summer meal program was beneficial and recommended providing this service, too.

On motion by Krause, seconded by Rasmussen, the Board approved the Library as a distribution site for meals to go for the BDUSD Summer Nutritrion Program.

c) Renovation Project & Related Updates

Luebke mentioned there is a design committee meeting on May 20. Cournoyer shared that Automatic Doors of WI said it was possible to reuse the Library's existing door openers at the temp location. Estimated cost would be $1200 for uninstalling and reinstalling the units. Cournoyer spoke with Facilities Supervisor John Neumann to coordinate an electrical connection. Opener push button is battery operated.

On motion by Kratz-Gullickson, seconded by Bell, the Board approved paying PRA invoice 202505063 in the amount of $210.88 from the AmBank Endowment Fund Checking account.

Lease for Temporary Location: Finalize Terms and Authorize Signing

Cournoyer provided an update on progress by owner towards occupancy. Both fire and building inspectors have completed inspections and provided a list of items. Owners are handling promptly. Cournoyer is being kept informed by all parties.

On motion by Kratz-Gullickson, seconded by Fiegel, the Board approved signing the lease on condition of occupancy being granted with a twelve (12) month term lease.

Authorize Signing Amendment to PRA Contract

On motion by Fiegel, seconded by Kratz-Gullickson, the Board approved accepting the amendment to the PRA contract.

Authorize Signing Coakley Bros Moving Agreement with Rider

On motion by Krause, seconded by Bell, the Board approved signing the Coakley Bros agreement with rider.

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.

On motion by Luebke, seconded by Bell, and by unanimous roll call vote of trustees present, 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.

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

On motion by Luebke, seconded by Rasmussen, and by unanimous roll call vote of all trustees present, the Board approved reconvening in open session to take action on library donors.

On motion by Fiegel, seconded by Bell, the Board approved the naming rights as presented for American Legion Post 146, Sandra K Brooks, and Jeffrey Steinbach in memory of Phyllis Steinbach.

f) Challenged Materials Policy Review

Discussion regarding the review of the Challenged Materials Policy and Procedure ensued with Cournoyer answering questions. The Board requested a sentence be added to the procedure step two stating that "the letter will also be presented to the Library Board as part of the Library Administrator's report."

On motion by Kratz-Gullickson, seconded by Rasmussen, the Board approved the policy as presented with the addition of the sentence above.

6) Any Other Business

a) Items for future agendas

Luebe asked the trustees if they would like to begin meeting at 8am again or continue with the 7:45am start time. Consensus of the Board was that they'd like to continue meeting at 7:45am to allow for renovation project discussion and other agenda items. Hemling asked where Library Board meetings would be held during construction. Cournoyer will verify if City Hall is available as there is not a meeting room at the temporary location.

b) Announcements

7) Adjourn

On motion by Bell, seconded by Rasmussen, the Board adjourned at 9:01am.