BEAVER DAM Community Library

City of Beaver Dam, Wisconsin
Library Board of Trustees Meeting Minutes
311 N Spring Street: Conference Room
Friday, June 13, 2025
7:45 AM

1) Call to Order – Roll Call

Meeting called to order at 7:48am by Chair Pro Tempore Jamie Kratz-Gullickson. (Nominated by Krause, seconded by Rasmussen, approved by Library Board.)
Present: Jamie Kratz-Gullickson, Frank Ferree, Brandon Krause, Mike Devitt, Heather Rasmussen, Eric Schumacher-Rasmussen
Excused: Kevin Luebke, Connie Fiegel, Liberty Bell
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) Presentations & Reports

a) Endowment Fund Report

Hemling stated the market is volatile, but portfolio is up year-to-date. Money market account is earning 4.3% interest; endowment fund earnings allocated to project are secured in the money market account and earning interest. He recommends a transfer in part or in whole from the BDACF Library Fund as these dollars are exposed to market fluctuation and construction expenses will be coming due.

Cournoyer gave a brief report on the Library's upcoming funding needs. The Library Board asked questions of Hemling and Cournoyer and had a brief discussion.

On motion by Rasmussen, seconded by Schumacher-Rasmussen, the Board approved transferring everything but the minimum $1,000 to keep the BDACF Library Fund open to the AmBank Endowment Fund checking account.

Cournoyer will submit the request to liquidate the BDACF Library Fund assets for deposit into the checking account for construction expenses.

b) Financial Secretary Report

Schumacher-Rasmussen presented the report as included in the packet.

c) Gifts and Acknowledgements

Cournoyer read through the gifts and donations received. The Board acknowledged the gifts received.

On motion by Devitt, seconded by Krause, the Board approved naming rights for Doug & Nancy Palm for two collection shelves.

d) Library Administrator Report

Cournoyer presented the report as included in the packet. She noted the RFID and Weeding

Project Update included in the informational items with praise for the committed efforts of the staff over several years to accomplish these two monumental projects. Cournoyer also gave updates regarding state and system level funding to be aware of for the 2025-27 WI biannual budget cycle.

3) Consent Agenda

On motion by Devitt, seconded by Krause, the Board approved the consent agenda with a correction to the minutes of the June 6 special session to include Krause in the list of trustees present at the meeting.

a) Approval of the May 16, 2025 Meeting Minutes and June 6, 2025 Special Session Meeting Minutes

b) Approval of Invoices Paid

c) Informational Items

Included 5.31.25 Preliminary Budget Expenditure Comparison; May 2025 Monthly Statistic Report; June & July Events calendars; and the RFID and Weeding Project Update Report.

4) Discussion & Possible Action

a) Approval of RFID Gates Quote

On motion by Ferree, seconded by Devitt, the Board approved the purchase of the RFID gates for $22,423. The quotation included a 16% discount for purchasing through the BuyBoard Purchasing Cooperative from the library's existing vendor Bibliotheca. Cournoyer explained that the gates would be delivered for installation towards end of construction. This was an anticipated capital expense with funds available from 2025 adjacent county revenue. She stated that the current self-checks are hybrid and are RFID compatible.

b) Authorization of Potential Sale or Auction of Decommissioned Equipment or Library Property

Cournoyer presented three options for decommissioning or auctioning items: Wisconsin Surplus, Office Furniture Resources, and Midwest Copiers. She stated that funds received would be used towards new equipment or furnishings. Cournoyer also stated that Coakley will decommission items as part of the moving service, but that if it was possible to recoup any dollars, that would be beneficial, as well as reducing the moving expense.

On motion by Devitt, seconded by Krause, the Board authorized decommissioning equipment and items by any means appropriate.

c) Renovation Project Update

The Board reviewed the donation sheet and Library Renovation Budget sheet presented in the packet.

On motion by Devitt, seconded by Rasmussen, the Board approved payment of PRA invoice

202506079 for $14,239.31 and Coakley invoice 28154 for $41,566.20 from the AmBank endowment checking acount.

Cournoyer informed the Board that Bruce Kaufman of Flyway Carpet Cleaning will provide a 50% in-kind donation for the carpet cleaning and she will follow up on naming rights if approved.

On motion by Krause, seconded by Devitt, the Board approved the naming rights for the in-kind donation.

Change Order and/or Decision Authority for Library Administrator for Renovation Construction Project

Move to July agenda; was not discussed.

Review Draft of Donor Update Letter

Cournoyer presented the draft of the donor update letter for feedback. Consensus was that it was good. Feedback included: an ask letter to community member with the QR code for the BDACF Library Fund to solicit additional donations; adding information regarding the move reducing the duration of the construction, improved overall library environment, and providing a quality experience; and emphasizing the move is temporary.

Cournoyer will incorporate the feedback into the donor update letter and move ahead with the information campaign.

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.

n/a

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

n/a

5) Any Other Business

a) Items for future agendas

Change Order Authority

b) Announcements

none

6) Adjourn

On motion by Devitt, seconded by Ferree, the Board adjourned at 8:42am.