



City of Beaver Dam, Wisconsin
Library Board of Trustees Meeting Minutes
311 N Spring Street: Conference Room
Friday, August 15, 2025
7:45 AM

1) Call to Order – Roll Call

Meeting called to order at 7:46am by Library Board President Kevin Luebke.

Present: Kevin Luebke; Frank Ferree; Brandon Krause; Mike Devitt; Heather Rasmussen; Eric Schumacher-Rasmussen; Connie Fiegel; Jamie Kratz-Gullickson

Excused: 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 told the Library Board that the portfolio is up \$16.79K last month with a total value of \$2.177 million. Market is doing well for the portfolio; interest rate cuts could happen in September or December.

b) Financial Secretary Report

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

c) Gifts and Acknowledgements

Luebke led the Library Board in acknowledging the donors as presented in the report, noting that the Beaver Dam Lions Club sent a \$500 check for the 2025 installment of their pledge.

d) Library Administrator Report

Cournoyer offered to answer any questions regarding the report before highlighting Monarch's delivery service holding bins for the library during the move, as well as commending the staff for their diligence, motivation, and hard work loading portaracks and otherwise preparing for the move.

e) City: Personnel Handbook Update & 2026 Budget Memo

Cournoyer gave an overview and explanation of the personnel memo; Ferree agreed with Cournoyer's summary. Cournoyer also shared the series of municipal and County budget planning meetings she'll be attending and that the Board will see the draft budget proposal at September's meeting.

3) Consent Agenda

On motion by Kratz-Gullickson, seconded by Devitt, the Board approved the consent agenda as presented.

a) Approval of the July 18, 2025, and the July 25, 2025, Meeting Minutes

b) Approval of Invoices Paid

c) Informational Items

Included preliminary July 2025 Budget Expenditure Comparison; July Monthly Report; Summer Library Program 2025 Summary Report.

4) Discussion & Possible Action

a) Personnel: Hours Increase for Two PT Clerk Positions

Cournoyer presented justification to increase two part-time clerk positions hours from 1170 to 1300 hours per year, then answered questions during discussion and review of the recommendation and budget impact worksheet.

On motion by Fiegel, seconded by Devitt, the Library Board approved the hours increases.

b) Renovation Project Update

Cournoyer shared information and upcoming schedules for the renovation project to date. She stated that the move is on schedule and progressing well. Board members thanked her for the communications to them and the public, as well as commending her on the photos being shared on Facebook to update and engage the public in the renovation.

On motion by Devitt, seconded by Krause, the Board approved payment of the PRA invoice in the amount of \$6,474.41 from the AmBank Endowment Fund checking account.

c) AdHoc Committee Review

Luebke read the list of existing ad hoc committees stating that he'd like to clean up the list as the purpose of each had been fulfilled. The following ad hoc committees were dissolved: Facility, Hiring, and Search.

Luebke shared Kratz-Gullickson's interest in fundraising, stepped down as Chair of that committee, and appointed Kratz-Gullickson to chair the Fundraising Committee.

d) Fundraising Committee: Ideas for Additional Funding

Kratz-Gullickson said she was meeting with Cournoyer following the meeting to collect information on fundraising and grantseeking to date and would bring a proposal back to the Board in September. Fundraising needs include furniture, technology, and the patio. Kratz-Gullickson has experience in fundraising and grant writing.

e) 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 Rasmussen, and by unanimous roll call vote of all trustees present, the Board entered closed session pursuant to WI 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.

f) 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 reconvened in open session to take action on library donors.

On motion by Kratz-Gullickson, seconded by Ferree, the Board approved naming rights for a patio plate for Katherine and Josh Koepsell.

5) Any Other Business

a) Items for future agendas

Fundraising Proposal (Kratz-Gullickson); Draft Budget Proposal (Cournoyer); and Trustee Training Week Highlights (Rasmussen)

b) Announcements

Luebke recognized Krause for his new appointmentment as middle school principal.

6) Adjourn

On motion by Devitt, seconded by Krause, the Board adjourned at 8:34am.