



1) Call to Order – Roll Call

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

Present: Kevin Luebke; Frank Ferree; Mike Devitt; Heather Rasmussen; Jamie Kratz-Gullickson

Excused: Brandon Krause; Liberty Bell; Eric Schumacher-Rasmussen; Connie Fiegel

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 current value of the portfolio is \$2.19 million, an increase of \$12K over last month. YTD there has been a 5.5% return on the portfolio, which reflects the large portion of the portfolio in the money market account.

b) Financial Secretary Report

In Schumacher-Rasmussen's absence, Cournoyer gave a brief summary of balances and offered to answer any questions on the report as presented in the packet.

c) Gifts and Acknowledgements

Luebke led the Board in acknowledging the gifts and donations as presented in the packet. Cournoyer said she would share the contact information with Kratz-Gullickson for follow up on naming rights donations.

d) Library Administrator Report

Cournoyer noted the efforts of the library team in creating an outstanding temporary library, the Chamber of Commerce, its ambassadors, and the trustees in attendance for a great turnout for the ribbon cutting on Tuesday. With no questions from the Board, the report was presented as in the packet.

e) Trustee Training Week Report

Kratz-Gullickson and Rasmussen attended Trustee Training Week webinars sponsored by all fifteen WI library systems. Kratz-Gullickson shared takeaways, including a question about AI policies and offering Kenosha Public Library's as an example, and requested that a policy be an item on the next agenda. Cournoyer concurred and stated that she had attended a session presented by KPL at the Wisconsin Association of Public Libraries conference and had additional resources on the topic. Rasmussen shared that she found the Robert's Rules refresher useful, gave kudos to Kratz-Gullickson for utilizing storytelling for advocacy techniques in the draft fundraising proposal to be addressed later in the agenda, and recommends the recorded webinars on "Basics of an Efficient, Effective Board Meeting" and "Library Advocacy and Storymaking: the Hero's Journey from Community to Page (and

Beyond)" as being of value.

3) Consent Agenda

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

a) Approval of August 15, 2025 Meeting Minutes

b) Approval of Invoices Paid

c) Informational Items

Informational items included preliminary August 2025 Budget Expenditure Comparison; August Monthly Report; and the September Events Calendar.

4) Discussion & Possible Action

a) 2026 Draft Budget and Proposed Fee Schedule

Cournoyer gave an overview of the status of the draft budget, stating that salary and benefit changes will have an impact and that the City budget workshop is on Monday, 9.15.25. The new City Administrator, Larry Bierke, begins on 9.16 and the draft budget will be presented to the Library Board at the October meeting. Cournoyer also raised the topic of the CIP proposal for replacement of the fifty windows in the facility that are end of life but not currently part of the renovation project. She was asked at the budget meeting with the City finance director and the interim city administrator if the Library Board would consider funding the window replacement using the Library Fund balance. Cournoyer recommended doing so. Kratz-Gullickson asked for more information. Luebke explained the terms of the MOU entered into with the City in 2024. Consensus was to use the library fund balance. Cournoyer stated that she would provide the window information to PRA and Creative Constructors.

b) 2026 County Payment for Services for 2024 Circulation to Rural Residents

There were no questions after a brief explanation of the payment for services to rural residents by Dodge and adjacent counties as presented in the packet.

c) Renovation Project Updates

Cournoyer provided the construction schedule in the packet. The first progress meeting was held onsite on 9.10 and demolition was well underway. Meetings will take place every two weeks onsite at 311. Luebke said he has followed all of the positive feedback regarding the temporary library space at 1701 on social media and at the ribbon cutting and he feels that the open and spacious feeling people are complimenting is similar to what the new entry at 311 will provide and is excited by the direction the library is taking.

On motion by Kratz-Gullickson, seconded by Ferree, the Board approved the payment of \$84,878.80 to Coakley Brothers from the AmBank Endowment Fund checking account. Cournoyer noted that the move came in \$13,359 under budget.

On motion. by Rasmussen, seconded by Luebke, the Board approved adding the remaining fifty windows from the CIP proposal to the renovation using the Library Fund balance as funding source.

Endowment Fund: Invoices and/or Transfers

Cournoyer will request a fee schedule from Creative Constructors and coordinate any needed transfers with Hemling as approved by the Library Board.

- 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.

On motion by Kratz-Gullickson, seconded by Rasmussen the Board approved the naming rights as presented in the Gifts and Acknowledgements.

- f) Fundraising Update and Proposals

Kratz-Gullickson reviewed the draft proposal she developed and presented in the packet. She would appreciate any feedback offered by the Board. She created a needs assessment as shown in the September column of the six month plan. She will work with Cournoyer on an itemized assessment items cost list. She noted the friend-raising and fundraising associated portions of the plan and would like the blessing of the Board to proceed. Consensus was to proceed as presented. Kratz-Gullickson recommends using data to guide services and fundraising, including sharing the impact and return on investment with potential donors. Hemling recommends continued contact with donors and inviting them to 1701 for a tour as not all donors are regular library visitors. Luebke encouraged Kratz-Gullickson to call committee meetings as needed in collaboration with Cournoyer. Cournoyer shared that there is an individual planning a 2026 donation and a \$1,500 donation pending.

- g) Staff Appreciation

Rasmussen said she wanted to discuss a way to show the staff appreciation for their efforts in the move. She had discussed it with Cournoyer and Cournoyer suggested in lieu of a lunch, that the Board consider a dorm fridge as there is not a refrigerator at 1701 and the staff would appreciate it greatly. The trustees present liked the idea and will give their contributions to Rasmussen who will coordinate with Cournoyer to make the purchase following the meeting.

5) Any Other Business

- a) Items for future agendas

Kratz-Gullickson requested leaving the Fundraising Update and Proposals as a standing item. Also for the next agenda: AI policy; 2026 Draft Budget and Fee Schedule

- b) Announcements

Cournoyer reminded the Board about the Noltner opening event on Sunday, as well as the

full week of events. Ferree shared that the Mayor said to come even if one had not RSVP'd.

6) Adjourn

On motion by Kratz-Gullickson, seconded by Rasmussen, the Board adjourned at 8:48am.