

Ted & Grace Bachhuber Memorial Library Board Meeting
Ted & Grace Bachhuber Memorial Library Conference Room

November 9, 2023

1. Meeting called to order @ 6:01 pm by Board President Grant Larson. Present; Director: Jennifer Stasinopoulos, President: Grant Larson, School Representative: Carrie Mathison, Secretary: Moriah Hurst, Alderperson: Mike Schmidt, Geri Feucht

2. Public Comment: none

3. Approval of minutes from previous meeting: Schmidt moved to accept with correction that Schmidt made the motion to table the approval of the September 2023 Treasurer's report. Mathison seconded. Motion carried.

4. City Budget Reports for September and October 2023: Hurst moved to approve report, Mathison seconded. Motion carried.

5. Payment on the Bills for September and October 2023: Schmidt moved to approve payment of the bills, Feucht seconded. Motion carried.

6. Library Treasurer's Report for September and October 2023: Schmidt moved to approve report, Hurst seconded. Motion carried.

7. Library Director's reports for October 2023: Feucht moved to approve, Schmidt seconded. Motion carried.

8. Library statics for October 2023:

a. Meetings and Activities:

1.Update on Monarch Library System/Directors Council: Jennifer attended a Directors Boot Camp, a state-wide program for all Library Directors, reviewed current tax laws for sales of books, coffee, etc. Will continue to provide, as it is a donation at will service.

2.Update on Friends' Group activities: volunteers planning to attend Grand Opening Birthday celebration, will be available to help in any capacity needed throughout the day.

b. Building: Elevator inspection is scheduled for Friday November 10, hopefully elevator will be functional for Grand Opening event. Final furniture has been almost finalized, waiting for a few final pieces to be delivered. Hurst moved to approve yearly fire alarm/cellular backup service monitoring with Omni Technologies, Schmidt seconded. Motion carried.

c. Staff/Upcoming Event: Grand Opening Birthday Celebration scheduled for Saturday November 11; various activities scheduled throughout the day. The Mayville High School Marching Band, Show Choir and Chorus groups will perform, as well as Ukrazy Ukulele Band, a strolling magician, character visits and a face painter. Hurst moved to increase donation to Mayville School Band and Show Choir to \$750, taken out of the Money Market account, Feucht seconded. Motion carried. Mathison moved to allow a trial with Top to Bottom cleaning service, Feucht seconded. Motion carried.

9. Unfinished Business:

a. Update on New Library Project:

1. Library Building Project: training ongoing with staff for technical aspects of the building, HVAC system, etc. Director Jennifer is going to investigate adding monitoring of the alarms for the elevator, in case of flood or fire. Director Jennifer is currently notified if any monitored alarms go off during closed hours, would like to include Mayville DPW.

2. Purchasing additional items for the library: (Bulletin board for staff area, circulation desk storage, children's library light feature, etc.) Hurst moved to table; Schmidt seconded. Motion carried.

b. Recommendation of Website Developer and branding: Schmidt moved to table, Mathison seconded. Motion carried.

c. Room Rental rates and policy: Schmidt moved to approve new rental deposit rates and updated policies, Mathison seconded. Motion carried. Hurst moved to approved Director Jennifer implementing an encrypted credit card service to allow for credit card holds on room deposits, Feucht seconded. Motion carried.

d. Approval of 2024 Budget: City has not approved their budget yet for our review.

10. New Business:

a. Limiting usage for specific spaces of the library: Jennifer will continue to monitor, may need to have sign-ups for study rooms, game area and computer space. Will report back at next meeting.

b. Policy for food in the library: allowed in designated, non-carpeted, spaces and not in computer areas at all. Covered drinks will be permitted in all areas except computer area.

c. Closed Session:

1. Hurst moved to Convene into Closed Session Pursuant to Section 19.85 (1) (c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibilities. Feucht seconded. Motion carried.

2. Reconvene into Open Session with possible action. Mathison moved to reconvene, Schmidt seconded. Motion carried. Mathison moved to allow Director Jennifer to carry two weeks of unused vacation time over to 2024, will be paid out for the remaining in 2023. Hurst seconded; motion carried. The following job descriptions were approved: Library Asst I: Circulation Clerk, Library Asst II: Processing and ILL, Library Asst II: Library Programs Assistant, and Library Asst. III: Media & Marketing, Director Jennifer will pursue hiring for all positions.

11. Adjournment: Next meeting December 14, 2023 @ 6:00pm: Schmidt moved to adjourn meeting at 8:05 pm, Mathison seconded. Motion carried.

Respectfully submitted by Secretary Moriah Hurst November 10, 2023