

**Ted & Grace Bachhuber Memorial Library**

**Board Meeting June 13, 2024 @ 6pm**

**Conference room**

**1. Meeting called to order** by President Grant Larson @ 6:02pm Present: President Grant Larson, Director Jennifer Stasinopoulos, Moriah Hurst, Lisa Neumann, Sue Smith, Stephanie Justman. excused: Marian Pilling, Mike Schmidt, new board member Katie Spears.

**2. Public Comment-** none

**3. Approval of Minutes of previous meeting:** Neumann moved to approve with correction of Sue Smith name in attendance, Smith seconded. Motion carried.

**4. City Budget Reports:** Smith moved to table; Hurst seconded. Motion carried.

**5. Payment of Bills:** Hurst moved approve; Neumann seconded. Motion carried.

**6. Library Treasurer's Report:** Smith moved to approve; Hurst seconded. Motion carried.

**7. Library Director's Report:** Director Jennifer presented a report for May 2024, which included staff activities, statistics, social media, operations and building services, community activity, programming and collection notes. Neumann moved to approve; Hurst seconded. Motion carried.

a. Monarch did a soft launch of the new catalog, which is more user-friendly than the old catalog. The hard launch is scheduled for August and they have asked for feedback from the library board members throughout the Monarch network.

b. Update from the Friends of the Library group; June 15<sup>th</sup> Brat Fry at the Mayville Piggly Wiggly. June round up for the Piggly Wiggly is also going to the Friends of the Library, has been going successfully to date. The Friends have also chosen to give the Library up to \$2000 to use towards purchase of new passes for patrons to check out.

c. Building: Extensive list of items that needed to be fixed has been attended to by Findorff, currently working on replacing landscaping that was still under warranty.

d. Staff/Upcoming events: Director Jennifer to be out of the building for a couple weeks in early July.

**8. Unfinished Business:**

a. Old Library- The mayor is recommending that the old library building be sold through an online auction, not to include any parking lot, through Stan Jones Auction and Realty Service. Date of the auction to be determined, meeting for photographs and final measurements on June 26<sup>th</sup>, pending approval from the City Council.

b. Chapter 3 of the 2020 Trustee Essentials Handbook- Hurst moved to table for next meeting, Smith seconded. Motion carried.

c. Circulation furniture- Smith move to approved up to \$3000 from Dodge County Grant to purchase storage cases. Neumann seconded. Motion carried.

d. Circulation Policy- Neumann moved to approve circulation policy updates, Hurst seconded. Motion carried.

**9. New Business:**

a. Volunteer Policy- no changed recommended.

b. Room Rental rates- no action needed.

c. Adding a Facilities Manager position to the Library staff- Hurst moved to approve hiring a Facilities Manager/Custodian as a part time position, to be supervised by both Director Jennifer and Scott Kollmansberger through the City. Neumann seconded. Motion carried.

d. Landscape Maintenance quote- Hurst moved to approve hiring Fox Den with funds from account 73, up to \$2500, as needed. Smith seconded. Motion carried.

Neumann moved to adjourn meeting @ 7:53 pm, Smith seconded. Motion carried. Next meeting to be held July 11, 2024 @ 6pm.

Respectfully submitted by Board Secretary Moriah Hurst