

Ted & Grace Bachhuber Memorial Library
Board Meeting September 12, 2024 @ 6pm

Conference room

1. Meeting called to order by President Grant Larson @ 6:00pm Present: President Grant Larson, Director Jennifer Stasinopoulos, Moriah Hurst, Lisa Neumann, Sue Smith, Mike Schmidt, Stephanie Justman, Becky LeBouton, Katie Spears, Interim director Erin Knight.

2. Public Comment- none

3. Approval of Minutes of previous meeting: Schmidt moved to approve; Neumann seconded. Motion carried.

4. City Budget Reports: Schmidt moved to approve the City Budget Reports for July 2024, Hurst seconded. Motion carried.

5. Payment of Bills: Schmidt moved approve; Smith seconded. Motion carried.

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

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

a. Self-check out has been popular over the summer, unit needing updates.

b. Update from the Friends of the Library group; received \$3898.58 from the Piggly Wiggly round up fundraiser in June. Currently looking for more Friends members- spread the word!

c. Building: Maintenance manager following up with Findorff regarding ongoing list of outstanding issues. Elevator has been repaired. Final bill due to Findorff, came in almost \$450,000 under budget. Hurst moved to approve final payment from Building Fund account after closing completed September 30th for former library building.

d. Staff/Upcoming events: Audubon Days Sept 13-15, Starry Night at the Horicon Marsh is anticipated to have over 400 attendees again. New maintenance manager Adam Bailey started September 11th. Morgan is pursuing increased online engagement with social media platforms.

8. Unfinished Business:

a. Suggestion from Dodge County Non-Emergency Police department to develop an ordinance with policy regarding library behavior. Policy to be established once new Director starts. Added to October agenda.

b. Chapter 3 of the 2020 Trustee Essentials Handbook- Smith moved to table, Spear seconded. Motion carried.

c. Quotes received from SureFire for noise control, Smith moved to table, Hurst seconded. Motion carried.

d. Custodian Job description: Neumann moved to accept, LeBouton seconded. Motion carried.

e. Alarm Monitoring Contract: no action needed.

9. New Business:

a. Memorial for Geri T Feucht: Suggestion for materials to be used for the teen center, and a memorial plaque in the teen area. Smith to follow up with quotes for plaque. Schmidt moved to table. Spear seconded. Motion carried.

b. Job description for the position of the Library Director: Lebouton moved to accept with change to Level 2 Library. Hurst seconded. Motion carried.

c. Changing signatories on the Mayville Savings Bank Money Market accounts: Neumann made a Resolution to approved official signatures for Grant Larson, President and Sue Smith, Treasurer to be signatures' for the two money market accounts at Mayville Savings Bank. Schmidt seconded. Motion carried. Hurst moved to require two signatures on each check for the money market accounts. Spear seconded. Motion carried.

d. QCS (Quality Control Systems) maintenance contract: Smith moved to table; Hurst seconded. Motion carried.

e. Purchase of a defibrillator: Neumann moved to purchase defibrillator recommended by Mayville EMS, from Dodge County Equipment fund. Spear seconded. Motion carried.

f. Thank you to outgoing director: Hurst moved to approve \$200 gift for Jennifer. LeBouton seconded. Motion carried.

Schmidt moved to adjourn meeting @ 7:27 pm, Neumann seconded. Motion carried. Next meeting to be held October 10th, 2024 @ 6pm.

Respectfully submitted by Board Secretary Moriah Hurst