

Mayville Public Library Board Meeting
November 11, 2021

1. The meeting was called to order at 6:00 p.m. by Board President Grant Larson. Present: Grant Larson, Geri Feucht, Lisa Neumann, City Liaison Joe Riese, Mike Schmidt, Sue Smith and Librarian Jennifer Stasinopoulos. Excused: Lee Zarnott. Guests: Elijah Riese, John Guinn, Tom Baade and Sheila Steger.
2. Public Comment: None.
3. Approval of minutes of previous meeting: After review, Schmidt made a motion to accept the 10/14/2021 minutes. Neumann seconded. Accepted.
4. City Budget Report: After a review, Schmidt made a motion and Smith seconded to accept the budget report. Passed.
5. Payment of Bills: After review, the motion and second to approve payment of the October, 2021 bills was made by Neumann and Smith. Motion approved. The totals for October are as follows: General Fund: \$1,805.72; Dodge County: \$200.00; Library Trust Fund: \$3,430.68; Total: \$5,436.40.
6. Library Treasurer's Report: After a short review Schmidt made a motion to accept the October, 2021 report. Riese seconded. Passed.
7. Library Director's Report: Jennifer included a Director's Report in the Board Packet. She used this opportunity to highlight a few points from the report.
 - A. LIBRARY STATISTICS: Jennifer presented the October, 2021 receipts and statistics.
 - B. MEETINGS/ ACTIVITIES: 1. Update on Monarch Library System/Directors Council. There has been some discussion about whether to continue to offer Gale Courses, which are expensive and not widely used. The consensus seems to be to publicize them better while evaluating their worth.
 2. FRIENDS GROUP /UPCOMING EVENTS: The Friends held a general meeting on November 2nd. They are in the process of recruiting new officers and other members. The next meeting will be the annual general meeting on January 4th, 2022.
 - C. Building: No news to report.
 - D. Staff/Upcoming Events—Jennifer has visited 12 Libraries recently. Schmidt made a motion to accept the Librarian's report. Neumann seconded. Accepted.
8. Unfinished Business:
 - A. Update on new Library project:
 1. Library Building Project: continue discussion with possible action based on Library Board recommendations.
 2. Discuss with possible action: Payment and bills.
 3. Discuss with possible action: Review and Selection of Environmental Consultant for Phase 1
 4. Discuss with possible action: Review and Selection of Geotechnical

Engineer for Soils Report. After discussion regarding above #3 and #4. Schmidt made a motion to accept PSI Intertec to perform Phases 1 and 2 @ \$6,500. Smith seconded. Accepted.

5. Discuss with possible action: Review of and approval to conduct Construction Manager Request for Proposal

1. Current engagement for Pre-Construction Services only
2. Will include solicitation of fees and general conditions for full building project
3. As previously discussed, trade contractors will be selected in conjunction with the Construction Manager via a public bid after the design documents are finalized.
4. Review of methods of proposal solicitation (contractor outreach, advertising, etc.)

After some discussion, Smith made a motion to begin the process of selecting the Construction Manager for preconstruction purposes by sending out the Request For Proposal (RFP) with answers to be returned by January 11, 2022. Schmidt seconded. Passed.

B. Discuss with possible action: Hoopla checkouts for December. After some discussion, Smith made a motion to offer patrons 10 checkouts on Hoopla per month for December. Feucht seconded. Passed.

C. Discuss with possible action: Chapter 8 of the Trustee Essentials Handbook: Developing the Library Budget. Tabled.

D. Discuss with possible action: the remainder of the 2022 budget. Tabled.

9. New Business: No New Business

10. Adjournment – Discuss with possible action: next meetings are scheduled for December 9, 2021 at 5:30 p.m, December 16 at 5:30 p.m. and January 13 at 5:30 p.m. Schmidt made a motion to adjourn at 7:45 p.m. Smith seconded. Passed.

Respectfully submitted by Geri Feucht, Secretary
Library Board Meeting Minutes 11/11/2021; submitted on 11/21/2021.