

**Mayville Public Library Board Meeting**  
**September 15, 2022**  
**Mayville City Hall**

1. The meeting was called to order at 6:00 p.m. by Board President Grant Larson. Present: Grant Larson, Lisa Neumann Mike Schmidt, Sue Smith, Library Director: Jennifer Stasinopoulos, School District Liaison Carrie Mathison, Joe Riese. Excused Absent: Geri Feucht  
Guests: Kory Krieser (Integris), Mark Wershay (Zimmerman Architectural Studios), Matt Schroeder (JH Findorff & Sons Inc).

Kory Krieser of Integris reviewed the new library building project with updates.

- 1) Schedule Update: Matt from Findorff updated the beginning of the excavating on the building site. The start of the building structure will be seen by mid to late November.
- 2) Procurement Update: Kory reviewed the bid packs for #2. Total for BID Pack #2 is \$6,203,350.
  - a. Matt from Findorff went over the following bids for Pack #2:  
Site Concrete & Paving Bids, Masonry bids, Framing & Dry walling Bids, General Trade Bids, Weather Barrier Bids, Metal Panel Bids, Glass & Glazing Bids, Tiling Bids, ACT Bids, Resilient & Carpet Bids, Painting Bids, Fire Protection Bids, Plumbing Bids, HVAC Bids, Electrical Bids, Roller Shade Bids, Landscaping Bids, Operable Partition Bids, Fireplace Bids.
  - b. Matt from Findorff & Mark from Zimmerman discussed bids, alternates and cost decisions with library board.
  - c. The board discussed change order to incorporate BID #2 Results.
  - d. Mark updated the library board on status for ceiling art for Children's area.
- 3) Design Update:
  - a. Mark gave updates on furniture. There has been two meetings for furniture and will be meeting again next week before they go to the bidding.
  - b. Mark asked board about additional signage needed in library.
  - c. Mark is looking for input for Donor Wall from the library board.
  - d. Mark asked for guidance on Time Capsule. Sue gave update on sizes. Board discussed a smaller size capsule.
  - e. Kory discussed plan of Audio Visual Scope placement and budget.
- 4) Construction Update: Kory updated board on unforeseen soil and water conditions.
- 5) Utility/Infrastructure: No Updates.

2. Public Comment: None.

3. Approval of minutes of previous meeting: After review, Smith made a correction to the August 11, 2022 minutes that Findorff will be putting out our bid package. Schmidt made a motion to approve the correction to the August 11, 2022 minutes. Riese seconded. Motion carried.

4. City Budget Report: After a review Riese made a motion and Schmidt seconded to accept the August, 2022 budget report. Motion carried.

5. Payment of Bills: After review, Riese made the motion and Schmidt second to approve payment of the August, 2022 bills. Motion approved. The totals for August are as follows: General Fund: \$3,720.66 Dodge County: \$5,069.13 Library Trust Fund: \$1,105.67 Total: \$9,895.46. Motion carried.

6. Library Treasurer's Report: Sue gave an updated Treasurer's Report for June 2022 and reviewed the August 2022 Treasurer's report. After a review Schmidt made a motion and Riese seconded to accept the updated June Treasurer's Report and August Treasurer's Report. Motion carried.

7. Library Director's Report: Jennifer included a Director's Report in the Board Packet

A. LIBRARY STATISTICS: The 2022 circulation decreased compared to the previous month, however Wi-Fi usage was up.

B. MEETINGS/ ACTIVITIES: This was covered by the written Director's report.

2. FRIENDS GROUP /UPCOMING EVENTS: Geri was not present for update. Jennifer spoke of how they have been representing the library with enthusiasm and many activities.

C. Building: Lights continue to be replaced.

D. Staff/Upcoming Events—

Chad Lewis will be coming October 5<sup>th</sup>, Downtown Business Trick or Treat, Story time change has been very effective in bringing in more attendance and tween activity has been added. 1. Staff: Two part time positions are open and Jennifer has been posting and interviewing for these positions. Events; (Starry Night on the Marsh was fantastic, huge attendance. Audubon Days is this weekend, Author Night had 25 people in attendance)

Mathison made a motion to accept the Director's report. Smith seconded. Motion carried.

8. Unfinished Business A. Update on new Library project:

1. Library Building Project: continued discussion with possible action based on Library Board recommendations.

2. Discuss with possible action: Second bid construction package on the new library materials and payment of the bills—These were addressed with the approval of the Treasurer's Report. Schmidt made a motion to approve BID #2 with process and recommendations with exceptions noted. Riese seconded. Motion carried.

9. New Business –

A. Discuss with possible action: Discussion of the new library becoming a voting location. Riese made a motion to make a recommendation to the city council for the new library to become a voting facility. Schmidt second. Motion carried.

B. Discuss with possible action: Jennifer discussed the purchase of a new disc cleaning machine due to the age of the current disc cleaning machine. The current machine will be traded in for a value. Smith made a motion to purchase a new disc cleaning machine and trading in current machine for a total amount to be \$1259.99. Mathison second. Motion carried.

C. Discuss with possible action: Jennifer discussed with the board to create job descriptions based on the staff's current responsibilities. Jennifer also recommended title changes. She will work on this further and present back to the board.

D. Discuss with possible action: Jennifer discussed recommendations for proposed increases for staff wages for 2023. Tabled to next month for vote.

E. Discuss with possible action: Jennifer discussed with the library board the Mayor's proposed budget that was received from the city for the library for 2023. The board reviewed and discussed. Jennifer also discussed the three possibilities of the budget from the county.

10. Adjournment: -- Discuss with possible action: Schmidt made a motion to hold the next regular Board meeting on October 13, 2022 at 6:00 pm made a motion to adjourn at 8:16 p.m. Riese seconded. Motion carried. Respectfully submitted by Lisa Neumann for Geri Feucht, submitted on 09/16/2022.