

Mayville Public Library Board Meeting
October 13, 2022
Mayville Public Library

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. Excused Absent: Geri Feucht, Alder person Joe Riese. Guests: Kory Krieser, Tom Baade (Integris).

Kory Krieser of Integris reviewed the new library building project with updates. We are on schedule overall for the project even due to the minimum delays.

- 1) Construction Update: Excavation is completed. The clay was found to be very hard, which will make the ground solid. There was limited water in the ground. Currently, they are pouring concrete and footings and next they will be starting the foundation walls. The site utilities are being outlined.
- 2) Design Update:
 - a. Findorff produced a library newsletter for communication and updates on the progress of the new library which will be used for public relations.
 - b. Zimmerman is about two weeks away for furniture drawings for review 10/24
 - c. Construction Bulletins #1 and #2 was discussed.
 - d. Zimmerman provided examples of other donor walls that Korey presented to the board. Board discussed having a final donation date. Schmidt made a motion to provide a final donation date. Smith second. Motion carried.
- 3) Procurement Update:
 - a. Korey discussed elevator service contract extension for another four years for a total of five years for the service agreement. Smith made a motion for purchase of elevator service extension from Schindler for an additional 4 years after the first year. Schmidt second. Motion carried.
 - b. Final FF&E Package with a target bid date of November 16.
 - c. Korey will have present phone and internet service agreements at the next board meeting from AT&T and Spectrum.
- 4) Budget Update: Korey confirmed Findorff's Bid Package #2 results and final contract amount with alternates. The total projected budget is 12.837M.
- 5) Utility/Infrastructure: Korey gave update on overhead utility relocation with Alliant and Spectrum.

2. Public Comment: None.

3. Approval of minutes of previous meeting: After review, Schmidt made a motion to approve the minutes of the September 14, 2022 minutes. Mathison seconded. Motion carried.

4. City Budget Report: After review from the board, Schmidt made a motion and Smith seconded to accept the September, 2022 budget report. Motion carried.

5. Payment of Bills: After review from the board, Schmidt made a motion to approve payment of September 2022 bills. The totals for September are as follows: General Fund: \$14,602.35 Dodge County: \$3,309.72 Library Trust Fund: \$296.10 Total \$18,208.17. Mathison second. Motion carried.

6. Library Treasurer's Report: Sue gave an updated Treasurer's Report for September 2022. After board review Schmidt made a motion to accept the September 22 Treasurer's Report. Mathison seconded Motion carried.

7. Library Director's Report: Jennifer included a Library Director's Report in the board packet and the reviewed and discussed with the board.

8. Library statistics for September 2022. The 2022 circulation was decreased from last month but increased ytd.

A. Meetings & Activities: This was covered by the written Director's September 2022 report.

1. Monarch Library System/Directors Council Update: Gale courses will be eliminated by the System due to costs. The system will be acquiring Vega as a beta test at a lesser cost. Smith made a motion to continue Gale or Libby courses for our library for the next year up to the cost of \$5,000. Schmidt second. Motion carried. The board asked that this is promoted and marketed.

2. Friends' group update: Geri was not present for update. Jennifer said the friends volunteered for Audubon Days.

B. Building: None.

C. Staff/Upcoming Events: New staff members; Emma F. and Nancy B.

After discussion and review Schmidt made a motion to accept the Director's report. Smith seconded. Motion carried.

9. Unfinished Business

A. Update on new Library project:

1. Library Building Project: continued discussion with possible action based on Library Board recommendations, covered above.
2. Discuss with possible action: Materials and payment of the bills. None

B. Jennifer reviewed with the board her description and change of staff title for circulation manager and cataloguer. Schmidt made a motion to accept job description of circulation manager/cataloguer. Smith approved. Motion carried.

C. Jennifer reviewed with the board the 2023 final budget, the 2023 Trust Account budget, the 2023 proposed Dodge County budget. Mathison made a motion to approved 2023 Trust Account budget and 2023 Dodge County budget. Schmidt second. Motion carried.

Schmidt made a motion 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. Smith second. Motion carried. The board moved into close session at 7:44 pm.

Smith made a motion to reconvene into open session. Schmidt second. Motion carried. The board moved into open session at 7:55pm. Mathison made a motion to approve the proposed staff wages for 2023. Smith second. Motion carried.

10. New Business –

A. Discuss with possible action: Larson discussed with the board the closing of the safety deposit box at Mayville Savings Bank due to non-usage. Schmidt made a motion to close the safety deposit box at Mayville Savings Bank. Mathison second. Motion carried.

11. Adjournment: - The next regular Library Board meeting will be November 10, 2022 at 6:00 p.m. at the library. Schmidt made a motion to adjourn at 8:02 p.m. Mathison seconded. Motion carried.

Respectfully submitted by Lisa Neumann for Geri Feucht, submitted on 10/14/2022.