

**Mayville Public Library Board Meeting
November 10, 2022
Mayville City Hall**

1. The meeting was called to order at 6:00 p.m. by Board President Grant Larson.

Present: Grant Larson, Library Director: Jennifer Stasinopoulos, School District Liaison Carrie Mathison, Geri Feucht, Alderperson Joe Riese, Lisa Neumann, Sue Smith,

Excused Absent: Mike Schmidt

Guests: Kory Krieser via webex (Integrus), Elijah Riese, Clarice Case.

Kory Krieser of Integrus reviewed the new library building project schedule updates and supplements provided to board.

Schedule Update:

1. Construction Update: Korey reviewed new Executive Summary from Findorff.
2. Updated construction schedule: Foundation walls are continuing to be poured. There has been a concrete shortage which has caused a slight delay in pouring. The timeline for completion may be delayed by a week.
3. Design update: Final FF&E Package will be reviewed on December 8th. There were two revisions to the first floor plan design: Multi-Purpose exiting door required to be added for security and also wall was added back between storage rooms. Donor wall to be reviewed on December 8.
4. Proposed time capsule (Heritage Composite Cylinder 3 foot large time capsule), Time capsule location and year stone proposed by Zimmerman was presented to board. Sue will ask the President of the Friends Group if they would be interested in collaborating with board and organizing this with the community.
5. Initial signage bids are out. The outline of the signage schedule was presented pending the placements of several interior signs from guidance from the board.
6. Proposed camera location plan was presented to the board. This is out for bid.
7. Initial proposed equipment list and location plan was presented to the board. FF&E Package Bids which includes furniture, audio/visual, signage, appliances, and moving services are due next week Thursday, November 17.
8. Total project cash flow analysis was presented to board to review. Budgets for total soft costs are \$2,266,443 and hard costs are \$12,837,328. Budget update with initial FF&E bid results are due on November 21.
9. Overhead utility location will be started after Thanksgiving pending receipt of materials. Teach line updates are in process with Monarch IT.

2. Public Comment: Geri addressed Library Board

3. Approval of minutes of previous meeting: After review, Smith made a motion to approve October 13th library board minutes. Mathison seconded. Motion carried.

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

5. Payment of Bills: After review, Feucht made the motion and Smith second to approve payment of the October 2022 bills. Motion approved. The totals for October are as follows: General Fund: \$4,710.16 Dodge County: \$6,624.65 Library Trust Fund: \$2,077.48 Total: \$13,412.29. Motion carried.

6. Library Treasurer's Report: Smith gave an updated Treasurer's Report for October. Smith presented a detail outline of expenditures. This will be presented monthly to the board. After board review Feucht made a motion and Mathison seconded to accept the October Treasurer's Report. Motion carried.

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

8. Library statistics for October 22:

The 2022 circulation decreased compared to the previous year. Overdrive ebook checkout is lower than last year at this time. Audio checkout is higher. There has been a 66% increase in number of holds placed with Monarch2Go app. Mayville filled 780 holds in October.

A. Meeting and Activities: This was covered by the written Director's report.

1. Update on Monarch Library System and Directors Council.

2. Update on Friends group activities highlighted in Directors Report. Friends have their meeting on Monday, November 14th.

B. Building:

1. Staff update and upcoming events. Listed in the Director's report were 14 activities in October. On December 3rd is the Main Street Event. The library is participating in this holiday event.

After review and discussion Feucht made a motion to accept the Director's report for October. Mathison seconded. Motion carried.

9. Unfinished Business

A. Update on new Library project: Kory presented his project updates. (Top of minutes)

1. Library Building Project: continued discussion with possible action on non-smart lockers or smart lockers for new library for hold process and location. Bid packages are out for smart lockers and alternate on non-smart lockers. Smith made a motion to install data lines and power up to \$4,000. Mathison second. Motion carried.

B. Discuss with possible action: City budget for 2023. Jennifer presented to the board the City 2023 budget. After review and discussion Mathison made a motion to accept the 2023 Final Budget as presented to board. Smith seconded. Motion carried.

10. New Business

A. Discuss with possible action:

1. Purchasing a bond for Library Officers has been submitted by Smith.
2. Authorize signers for the Mayville Savings Bank accounts was tabled.
3. Job Description: Jennifer presented for the board to review the Children's Librarian job description. Discussion and revisions were recommended. Smith made a motion to accept the youth librarian job description as amended. Feucht second. Motion carried.
4. Update to circulation policy and borrowing privileges. Jennifer presented updated policy to the board. Discussion from board on proposed revisions. Riese motion to table until next meeting. Mathison second. Motion carried.

11. Adjournment: -- Discuss with possible action: Next regular Board meeting on December 8, 2022 at 6:00 pm at the library. Riese made a motion to adjourn at 8:14 p.m. Mathison seconded. Motion carried. Respectfully submitted by Lisa Neumann for Geri Feucht, submitted on 11/11/2022.