

Mayville Public Library Board Meeting
April 13, 2023
Mayville Public Library

1. The meeting was called to order at 6:25 p.m. by Board President Grant Larson.

Present: Director: Jennifer Stasinopoulos, Geri Feucht, President: Grant Larson, Library Vice President: Mike Schmidt, Secretary: Lisa Neumann, Treasurer: Sue Smith, School Representative: Carrie Mathison, Alderperson Joe Riese. Unexcused Absent: None

Guests: Kory Krieser and Tom Baade (Integris), Elijah Riese, Clarice Case from the Dodge County Pioneer. Kory Krieser of Integris reviewed the new library building project schedule updates and supplements provided to board.

1. Updated construction schedule: Kory updated the board of the construction progress from Findorff. Project manager, Matt Schroeder gave the board and members and Friends of the Library a tour prior to the board meeting. The completion is still targeted for mid-September with opening in October. A tunnel was located underground at the southwest corner of Mayville Limestone Building and Red Brick Building while digging footings for a cement pad for the dumpster area. Kory suggested that we have an easement drafted for any further maintenance needed in the future.
The Executive Summary has been updated and is available at the library.
2. Design update:
 - a. Kory presented the two design options for the donor's wall to the board for feedback. One design is a much higher cost than the other due to materials used for the design. Timeline for the decision would need to be made by the June board meeting.
 - b. Kory updated on Construction Bulletin #4 FF&E.
3. Procurement Update:
 - a. Zimmerman is in process of releasing the furniture orders by the end of month.
 - b. Zimmerman has ordered the shelving.
 - c. Zimmerman is still working on coordinating the AV including gaming.
 - d. Zimmerman is coordinating the signage for the board to review.
 - e. No updates on equipment plan.
4. Budget Update:
 - a. Kory stated cost projection remains the same at \$12,398.388 due to no unforeseen conditions.
 - b. Winter conditions & CB #3 update.
5. Utility/Infrastructure Updates:
 - a. Kory updated on the teach line. The order has been placed and it was recommended by Monarch not to get a second line at this time.
 - b. Kory updated that Monarch is researching VOIP and recommended to hold on the decision for now.
 - c. Kory stated the overhead utility relocation is in process from AT&T.

Tom and Kory exited board meeting.

2. Public Comment: None

3. Approval of minutes of previous meeting: After review, Feucht made a motion to approve March 9, 2023, Library Board minutes. Schmidt seconded. Motion carried.

4. City Budget Report: Schmidt made the motion to table approval of the City Budget Reports for February and March. Mathison second. Motion carried.

5. Payment of Bills: Smith made a motion to table the approval of payment of the bills for February. Schmidt second. Motion carried. Feucht made a motion to table the approval of payment of the bills for March. Schmidt second. Motion carried.

6. Library Treasurer's Report: Smith gave an updated Treasurer's Report for February and March to the board for review. Mathison made a motion to table the approval of the February and March Treasurer's report. Schmidt seconded. Motion carried.

7. Library Director's Report: Jennifer included a Director's Report in the Library Board Meeting in the board packet. Jennifer emphasized that self-check will be included in the statistics moving forward. The cost of Hoopla has risen dramatically, and the board may want to consider reducing the number of checkouts per month in the future. We currently at 8 checkouts. Board discussed to keep at 8 and there was no action taken.

8. Library statistics for March 23: Jennifer reported on 19 programs for the month of March.

A. Meeting and Activities: Updates outlined in the Director's report.

1. Monarch Library System and Directors Council updated in Director's report.

Dr. Marty Greer is the newest Board of Trustees member for MLS. The MLS has completed the firewall upgrade with updated settings up and it is working well. Kohler has completed tagging their items. Mayville has tagged the juvenile graphic novel section and has moved to adult nonfiction as well as all new materials. Whofi will be phased out in May due to grant ending. A solution has been found that will allow statistics to be continued to being received.

2. Update on Friends group activities, they participated in the tour of the new library today. The Friends will have food in the park during the City-Wide Rummage Sale the first Saturday in May.

B. Building: A row of lighting was replaced.

C. Staff/Upcoming Events: Three staff have registered to attend the ALA conference in Chicago in June with grant funding from SEWI. Shelia and Jenny have planned out the summer reading program and the theme this year is "Catch the Reading Bug". Lucas Almas has joined the staff at the end of March. He brings enthusiasm to the position and is learning very quickly.

After review and discussion Schmidt made a motion to accept the Director's report for March 2023. Mathison seconded. Motion carried.

9. Unfinished Business

A. Update on new Library project:

1. Library Building Project: Kory presented his project updates (top of minutes).

2. Time Capsule is in the library for display and the local paper has reported on it in the paper. The Grand Opening dedication is moving forward. Lisa informed board they will be meeting with Erika Freeman from Findorff to discuss the grand opening and dedication. Lisa, Sue, and Carrie will be meeting with Erika later next week. Several members of the Friends group have offered to be part of the dedication committee.

3. Carrie spoke with Sarah from the Art Department at Mayville High School. Sarah has asked for the requirements and usage of the library logo for her student's reference for this project. Grant will attend the student meeting to share information about the new library.

4. The board discussed the disposal of library furnishings and unneeded supplies. Schmidt made a motion that any furnishings and unneeded supplies can be donated. Riese second. Motion carried.

10. New Business

A. Jennifer gave update on new Chromebooks that were purchased from the grant last summer. We have 10 Chromebooks. They are cloud based and need a google account. Jennifer is working on Chromebook management before they can be available to the patrons for use.

B. Jennifer is working with the City Treasurer for Budget lines for the Trust Account (73), managed by the City and will be making changes to this in the future.

11. Adjournment: Next regular Board meeting will be on May 11, 2023, at 6:00 pm at the library. Schmidt made a motion to adjourn at 7:40 p.m. Riese seconded. Motion carried. Respectfully submitted by Lisa Neumann, submitted on 4/13/2023.