

Mayville Public Library Board Meeting
Mayville Public Library Meeting Room
May 11, 2023
Mayville Public Library

1. The meeting was called to order at 6:03 p.m. by Board President Grant Larson. Present: Director: Jennifer Stasinopoulos, Geri Feucht, President: Grant Larson, Library Secretary: Lisa Neumann, Treasurer: Sue Smith, new library board member Moriah Hurst.

Excused Absent: Alderperson Mike Schmidt and School Representative: Carrie Mathison

Guests: Kory Krieser and Tom Baade (Integris) via zoom.

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

1. Updated construction schedule:

- a. Kory updated the board of the construction progress from Findorff. The Executive Summary has been updated and is available at the library. Kory reviewed schedule with the board and the status of scheduled timelines.
- b. Construction interior and exterior photos were shared with the board on current progress.
- c. A resolution for the underground tunnel has been finalized with DPW and Building Inspector. There is no need for easement since it will no longer be encroaching on neighboring properties.

2. Design update:

- a. Kory presented the renderings for the Donor Wall. Zimmerman had provided material samples for the board to review. A decision would need to be made by the June board meeting.
- b. Kory updated on Construction Bulletin #4 FF&E.
- c. Display Case will be needed for new library. The board decided on placement, size and dimensions.

3. Procurement Update from Zimmerman by Korey:

- a. Furniture/Shelving/AV Update: Delivery date to be late July.

- b. Signage Update: Renderings are in progress.
 - c. Equipment Update: Plan to order in June.
 - d. Appliance Update: Reviewing options for Kitchenette.
 - e. Discussion of artwork and design preference for the new library. Grant will discuss with foundation first.
4. Budget Update from Kory:
- a. Kory stated cost projection remains the same at \$12,398.388.
 - b. Winter conditions & Excavation Extras: CB #3 & CB #4.
5. Utility/Infrastructure Updates from Kory & Tom:
- a. Kory updated the teach line order has been placed. Kory updated Monarch is researching VOIP and recommended to hold on the decision for now.
 - b. Overhead utility relocation & electrical Tie-in in progress.
 - c. Gas Services have been connected.
 - d. Water, Sanitary & Sewer have been connected.

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 April 13, 2023, Library Board minutes. Smith seconded. Motion carried.

4. City Budget Report: Director Jennifer Stasinopoulos presented city budget reports for February, March, and April. Smith made a motion to approve the City Budget Reports for February through April as presented. Feucht second. Motion carried.

5. Payment of Bills: Smith made a motion to approve the payment of the bills for February General Fund \$3,927.15, February Library Trust Fund, \$237.53, February Dodge County Library \$1,558.56, March General Fund \$4,805.53, March Library Trust Fund \$427.89 March Dodge County Library \$595.60,

April General Fund \$896.60, April Library Trust Fund \$2,806.15, April Dodge County Library \$577.46 Neumann second. Motion carried.

6. Library Treasurer's Report: Smith gave an updated Treasurer's Report for Revised February, Revised March, and April to review. Neumann made a motion to approve the Revised February Treasurer's Report, Revised March Treasurer's Report and April Treasurer's Report. Feucht seconded. Motion carried.

7. Library Director's Report: Jennifer included a Director's Report in the Library Board Meeting in the board packet. Circulation and program attendance were down due to extreme weather patterns. We no longer have Who-Fi statistics.

8. Library statistics for April 23: Jennifer shared there were 19 programs in April.

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

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

2. Update on Friends group activities, The Friends participated in the City-Wide Rummage Sale last Saturday and had a successful fundraising event.

B. Building: The phone lines and fax line had technical issues; the vendor was contacted to service and repair. Issues have been resolved.

C. Staff/Upcoming Events: Lucas has accomplished many projects in the short time he has been here. Shelia and Sue continue to sort through the documents in the basement in preparation for the new library.

Olivia Kahlhamer finished her 3-month work study program.

Jenny has been running several programs in addition to working on marketing and social media. Jennifer is working on scavenger hunt. The Summer Reading program is coming up. Other staff accomplishments in April are mentioned in the full Library Director's Report. The library participated in the Community Easter Basket Hunt.

The library staff will have a tour of the new library in June.

After review and discussion Feucht made a motion to accept the Director's report for April 2023. Hurst seconded. Motion carried.

9. Unfinished Business

A. Update on new Library project: Smith made a motion to offer all unwanted current library furnishings first to city departments, followed by the

Dodge County libraries, then local churches and their schools and finally to local nonprofits. Hurst second. Motion carried.

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

2. Sue updated board the Time Capsule Committee is working on contacting the community and school for items to be placed in the time capsule. There have been some suggestions, the response is low. The time capsule items will be on displayed at the current library prior to the dedication of the library. The time capsule will be dedicated at the new library dedication event. The time capsule items for the current library will then be on display at the new library.

The Grand Opening dedication is moving forward. Sue shared that the board (Carrie, Sue, and Lisa) had their meeting with Erika and Matt from Findorff, and Kory Integris to begin the initial discussion of planning the grand opening and dedication. Sue, Lisa, Carrie, and Moriah then met with the Dedication Committee for further discussion. The committee decided to have a dedication for the initial opening of the library. An Open House would be planned at a later date. They have an update meeting with Findorff and Kory scheduled for May 22 followed by a committee meeting.

3. No update on the Library Logo.

10. New Business

A. Jennifer discussed policy and procedures for Juvenile and Young Adult library cards. This was discussed with other libraries and Jennifer found that their policies are all different. We have 3 types of Juvenile library cards.

B. Jennifer discussed Student Library cards with board.

Feucht made a motion to table the discussion of library cards for YA and Student. Smith second. Motion carried.

11. Adjournment: Next regular Board meeting will be on June 8, 2023, at 6:00 pm at the library. Smith made a motion to adjourn at 8:11 p.m. Feucht seconded. Motion carried. Respectfully submitted by Lisa Neumann, submitted on 5/11/2023.