

Mayville Public Library Board Meeting
Mayville Public Library Meeting Room
July 13, 2023
Mayville Public Library

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

Present: Director: Jennifer Stasinopoulos, President: Grant Larson, Library

Secretary: Lisa Neumann, Treasurer: Sue Smith, School Representative: Carrie Mathison, Geri Feucht, Moriah Hurst, and Alderperson: Mike Schmidt.

Guests: Kory Krieser (Integrus), Dodge County Pionier: Clarice Case

Kory Krieser of Integrus 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 for this month. 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. Findorff is working on completing exteriors of the building and approaches. The elevator parts should arrive mid- September. The board held discussion on the electric panel box on the outside of the building. Mathison made a motion to paint the electric panel box a cream color to match the brick behind it. Smith second. Motion carried. Goal is to finish construction by July 23rd. The board would like to tour the library before the August 10th monthly board meeting. Kory will set that up with Findorff.
- c. Underground tunnel is being resolved.

2. Design update:

- a. Kory presented the options for materials for the Donor Wall. Renderings options were shared for each material: individual metal panels with donors engraved, glass panels with vinyl inserts and plastic panels with back painted donor names. It was decided that the Font choice will be Futura and Futura Medium. The six colors shown in the samples will be the color

palette. Smith made a motion to use plastic for the material for the Donor Wall. Mathison second. Motion carried.

- b. Construction Bulletin #4 FF&E no update.
- c. Kory presented the Display Case options for the library. This display case will replace the display case in the current library. Kory reviewed costs with the board. The average cost is between \$3,000 to \$5,000. The case can be locked. Smith made a motion to purchase the display case that is 5 foot wide, 16 inches deep and 6 feet high for \$3,000. Feucht second. Motion carried.

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. Kory presented drawing for signage for interior and the library name "Ted & Grace Bachhuber Memorial Library" on the exterior.
- c. Kory reviewed equipment plan with microfilm machine. Mathison made a motion to allow Jennifer to purchase a microfilm machine for the new library up to \$8,500. Feucht second. Motion carried.
Schmidt made a motion to purchase the equipment list presented from Kory. Feucht second. Motion carried.
- d. Appliance Update: currently reviewing options for Kitchenette.
- e. Artwork no discussion.

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:

- a. The teach line order will be completed end of July.
- b. Phone Services Monarch is researching VOIP they support.
- c. Overhead utility relocation & electrical Tie-in in progress with Spectrum and AT&T.
- d. Gas Services have been connected.

- e. Water, Sanitary & Sewer have been connected.
- 6. Move Coordination:
 - a. Kory updated the move commencement will be October 2, 2023 with 7 business days to move the old library.
 - b. The dedication committee had a meeting this past week. Board members attending: Smith, Neumann, Mathison and Hurst. There was also a progress meeting with Alivia from Findorff for planning and updating the event/ideas checklist.
 - c. Move coordination checklist reviewed with board. Locks need to be added to supply cabinets.

Kory exited board meeting.

2. Public Comment: None

3. Approval of minutes of previous meeting: After review, Feucht made a motion to approve June 8, 2023, Library Board minutes. Schmidt seconded. Motion carried.

4. City Budget Report: Director Jennifer Stasinopoulos presented city budget reports for June 2023. Smith made a motion to accept the city budget for June 2023. Hurst second. Motion carried.

5. Payment of Bills: Schmidt made a motion to approve the payment of the bills for June: General Fund \$4,486.32, Library Trust Fund \$2,907.17, Dodge County Library \$2,604.73 for a total of \$9,998.22 Mathison second. Motion carried.

6. Library Treasurer's Report: Smith gave an updated Treasurer's Report for June. Smith reported that the funds from PayPal were received. Smith also noted that the water has been billed since connection and paid. Schmidt made a motion to pay the moving boxes and utility fees and all other smaller invoices that are not directly related to the new library from the money market. Mathison second. Motion carried.

Schmidt made a motion to approve the June Treasurer's Report. Hurst seconded. Motion carried.

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

8. Library statistics for June 23: The Monarch2Go app is seeing an increase. Jennifer, Jenny and Lucas attended the ALA conference. They all attended their focus areas for the conference. There were 20 programs in June. They have added more passes for patrons to utilized.

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, Smith and Neumann attended the Friends meeting this week to update them on the dedication date of October 19th from 5pm to 8pm The Open House/Birthday Bash date is Saturday, November 11 from 10am to 4pm. Smith updated the board on the outline of events for each. The Friends group will have the moving of the books at 4:30 before the dedication with invitation to the public to join. The Mayville High School Band has been invited to perform for the moving of the books. The American Legion has been invited to carry and present the U.S. Flag and the City of Mayville Flag for the dedication.

B. Building: There are no updates. Grant updated committee on process for sale of the building from his meeting.

C. Staff/Upcoming Events: Summer reading and special programs. Butterfly Habit had 31 people show up for the butterflies released. The staff is preparing for moving to the new library.

After review and discussion Feucht made a motion to accept the Director's report for June 2023. Schmidt 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. Smith and Neumann updated board on the Time Capsule Committee.

3. Smith and Neumann attend the Wastewater Committee Meeting that discussed and voted on reducing the impact fee for the new

library. It was approved to measure only the upper level on the new library building which reduced the original fee to the library.

4. Library Director Jennifer discussed with the board on branding for the new library. Discussion by the board, no action taken.

10. New Business

A. Election of Officers: Smith nominated Lisa Neumann for Secretary.

Mathison second. Motion carried. Hurst made a motion to nominate Sue Smith as Treasurer. Feucht second. Motion carried. Mathison made a motion to nominate Mike Schmidt as Vice President. Feucht seconded.

Motion carried. Smith made a motion to nominate Grant Larson as President. Hurst seconded. Motion carried.

B. Director Jennifer updated board on 2024 Library budget. Mathison made a motion to table the 2024 library budget to the next board meeting in August. Schmidt second. Motion tabled.

C. Director Jennifer presented changing the library hours for the new library based on current traffic patterns and the increase in service area size based on current data received. Schmidt made a motion to table changing the library hours for the new library. Hurst second. Motion tabled.

D. Director Jennifer discussed with the board a need for a door counter at the new library. Schmidt made a motion to purchase a door counter for the new library. Mathison second. Motion carried.

E. Director Jennifer discussed adding a Part-time programming assistant to the board, this need is based on increase attendance in programming and additional programs added for current library and their staff. Director Jennifer will bring back costs to the next board meeting to be discussed for the 2024 budget. No action taken.

11. Adjournment: Next regular Board meeting will be on August 9, 2023, at 6:00 pm at the library. Schmidt made a motion to adjourn at 7:57 p.m. Hurst seconded. Motion carried. Respectfully submitted by Lisa Neumann, submitted on 7/13/2023.