

Black Earth Library Board Minutes

October 18, 2022

1. The meeting of the Black Earth Library Board was called to order at 7:02pm on Tuesday, October 18, 2022.
2. Roll call: Gary Schuetz, Anne Moore, Terry Moyer were present. Bailey Anderson, Library Director was also present.
3. Schuetz reviewed proof of posting and posting guidelines have been met.
4. Moyer moved approval of the October agenda as presented. Moore seconded the motion. Motion carried.
5. Moore moved approval of the September meeting minutes as presented. Moyer seconded the motion. Motion carried.
6. No public present for comments.
7. Anderson provided the following report on the Friends of the Library:
 - They last met on 10/12/22 at 4:30pm.
 - Discussion on Silent Art Auction which is scheduled from 11/18 - 12/09/22. Art will be set up in the library and auctioned off from library as well.
 - Schuetz reported that for the Local Artist possibly send an invite to Mark Stegbauer who is a nationally known comic artist. Might be too late for this year, but something to keep in mind.
8. Moyer provided the following report from the Village Board meeting held on Tuesday, 10/04/22:
 - Provided an update on the Budget Hearing held on 10/12/22 where the library budget was reduced by \$10,000 similarly to other departments who experienced a budget reduction.
 - Vanguard sent two employees down to Florida to assist with Hurricane relief.
 - Black Earth Chamber will be sponsoring a Wine Walk on Small Business Saturday, November 26, 2022.
 - Vermont Church bought an adjoining 15 acres with plans to convert to a walking path.
9. Schuetz provided the following Treasurers report:
 - The donation of \$95.00 was a result of a left backpack.
 - Reported that the treasurers report is pretty straightforward this month and he is happy to report is balanced.
 - Reviewed the donations report and reported that two donations were spent on supplies for grab bags.
 - No questions were presented.

- Moyer moved to approve Treasurers report as presented.
- Moore seconded.
- Motion carried.

10. Schuetz reported on the following bills for action:

Kanopy September bill - \$58.90

Kristen Rogers/Halloween Supplies - \$76.23

MicroMarket Invoice - \$34.99

Midwest Hoopla - \$178.94 (higher than usual but ok to pay)

Penworthy - \$576.89

RICOH - \$21.30

State Bank of Cross Plains - \$96.49 (partial expense/voucher carried over from last month)

Baker and Taylor - \$746.08 (- \$9.61 with check)

Schuetz indicated this was a high level overview for the month but moved approval as presented. Moore seconded the approval of bills as presented. Motion carried.

11. ANIMAL POLICY REVIEW

Anderson reviewed a proposed final draft of the Animal Review policy with update changes as suggested. Updates included the added reference and description of the ADA and Service Animal definitions. Also added a reference page with Federal ADA resources and WI State resources. Anderson also confirmed she reached out and consulted with the Wisconsin Law Library directly to confirm language. After review, Moore made a motion to approve the policy as presented. Moyer seconded the motion. Motion carried unanimously.

12. DRAFT RFP - Architectural Services

Anderson presented a draft RFP that she would like to send out soon for bids for architectural review of the New Heights Lutheran Church property. This RFP was reviewed with SCLS (a zero charged because we are a member) and their suggested changes have been incorporated. Anderson also reported that previous architectural firms that were contacted by BEPL have also been contacted for input and review. Questions were addressed as presented. Schuetz moved approval of RFP pending additional review by SCLS Consultant. Moore seconded the motion. Motion carried unanimously.

13. 2023 BUDGET DRAFT/APPROVAL

Anderson reviewed the budget draft as presented and reviewed proposed budget by line item in comparison to the 2022 budget and explained rationale and potential carryover items. Schuetz moved to approve budget as presented. Moore seconded the motion. Motion carried unanimously. To note this budget is pending final approval by the Village board.

14. THANKSGIVING WEEKEND HOURS

Anderson presented proposed hours for Thanksgiving holiday and weekend. She reviewed the 2021 hours (Closed Thanksgiving day, Friday and Saturday after) and reported that staff really appreciated the time off to spend with family and patrons expressed their support as well. Anderson proposed that the 2022 hours be CLOSED on THANKSGIVING, 11/24, FRIDAY 11/25 and SATURDAY 11/26 with reopening on Monday, 11/28/22. Anderson confirmed that staff is aware that these will be non-paid hours unless the employee chooses to use personal vacation time. Schuetz moved to approve proposed 2023 Thanksgiving Holiday

hours as presented. Moyer seconded the motion. Motion carried unanimously.

15. LIBRARY BOARD VACANCY:

Anderson reported that Simone Munson has stepped down from her position on the Library Board effective immediately. Anderson reported that this was of course accepted and offered gratitude for her past service. Anderson has spoken with Village President Mitch Hodson as that office holds authority to appoint new member. Hodson indicated to Anderson to bring him a list and they will make that happen based on her recommendations. Anderson will reach out via word of mouth to ensure a good fit and Schuetz requested those present also think about potential replacements and bring those forward directly to Anderson.

16. DIRECTORS REPORT:

Anderson referred to her report and presented these highlights:

- The decrease in stats is a normal occurrence with the return to school and is expected.
- Reviewed meetings attended this month which include the Architectural design meetings, new teen volunteer onboarding, SCLS yearly check in, People Centered Fundraising webinar and budget workshop.
- Reviewed the upcoming meetings and events this next month including the author's fair, carpet installation, Village Board and Staff meetings.

OTHER LIBRARY NEWS:

- New data bases Author Fair has received a tremendous response with 51 event RSVP's received to date. Fair will be held on Friday, 10/21/22.
- Carpet installation is scheduled for the week of 10/24/22. Halloween Monster Mash is scheduled for Wednesday 10/19 Received a grant for outdoor programming from ARPA funds which was used to purchase a tent, cart, amplifier, wireless microphone and table.
- Library hotspot has been returned and is in good working condition and has been returned to normal circulation.
- Library has returned to pre-pandemic hours and we have discontinued the 15 minute early close for cleaning.
- We have also received an EZ Grant from Beyond the Page which will be used for sensory materials and noise cancelling headphones and sensory and tactile devices.
- Park Passport program is complete and all 45 passes were distributed. Mazomanie and Cross Plains also distributed all passes. All Culver's coupons also ran out due to the popularity of the program. Because the Culver's coupons ran out free books were also given out. All giveaways ended of Saturday, 10/15/22.
- All questions were addressed as presented.
- Schuetz moved approval of Directors report as presented.
- Moore seconded the motion.
- Motion carried unanimously.

17. FUTURE AGENDA ITEMS: Schuetz requested that the Architectural Design RFP (which is due on 12/02) as well as the Library Board Vacancy be included on next month's agenda.

18. NEXT MEETING DATE: The next meeting of the BE Library Board will be held on Tuesday, 11/15/22 at 7:00pm via Zoom.

19. Moore moved to adjourn meeting. Schuetz seconded the motion. Meeting adjourned at 8:06pm