

BLACK EARTH LIBRARY BOARD MEETING MINUTES

Tuesday, December 20, 2022

ATTENDEES: Gary Schuetz, Ann Moore, Terry Moyer, Library Director Bailey Anderson. ABSENT: Linda Colby ALSO PRESENT: Gary Olsen, Annette Koenig and Dani Fields.

Meeting was called to order at 7:00pm by President Gary Schuetz. Proof of posting and copy of notices were confirmed.

Agenda was reviewed and Moore made a motion to approve agenda as presented. Moyer seconded and motion carried.

Minutes of the November 15, 2022 meeting were reviewed. Moore made a motion to approve agenda as presented. Moyer seconded and motion carried.

DISCUSSION - BUILDING CLEANING CONTRACT

Anderson provided background on cleaning contract situation and quotes that have been received from local companies. Dani Fields, Village Deputy Clerk provided additional background on how contract was applied previously and what impact to the Library budget can be expected. The previous contract that was termed by the provider with no notice had been very reasonable (\$300/month split among departments). They have received two quotes and are doing an RFP for more quotes. Bailey will send Dani a list of library needs. Quotes to be returned and ready for discussion at February Board minutes.

PUBLIC COMMENTS: No public present.

FRIENDS of LIBRARY Update: Reported a very successful Silent Auction raising \$2700.00. There is a Trivia Night scheduled for Saturday, February 4th at the Mazomanie Base Camp.

VILLAGE Update: Moyer reported besides Cleaning Contract, there will be a Open Forum/Public Hearing to discuss and gather feedback on the directions for our Parks. This Forum is scheduled for Tuesday, January 17th at 6:00pm. All residents are encouraged to attend.

TREASURER Report: Schuetz reported stable treasurer report with nothing out of ordinary to report. After review Schuetz moved to approve. Moore seconded and motion carried.

LIBRARY RFP: Anderson and Schuetz reviewed the received RFP's in terms of cost and relatable scope of work for project size we are looking. Anderson indicated goal of the meeting is to narrow down to two or three firms to interview. A secondary goal would be to develop a committee from this board for project review. Schuetz also reviewed proposed interview questions for the firms selected. After careful review Schuetz moved that Anderson offer

interviews for architectural services to the following four (4) firms:

Engbring Anderson, Dimension Four, FEH and FMA. Moore seconded motion and motion carried. Further discussion on Committee make up for interviews. Colby agreed she would sit on committee but preferred not to chair. Suggestion was to also include potential donors and members of the Library Board. Anderson will discuss with SCLS and report back. Schuetz was proposed as Chair with Colby and Moyer to serve. Moore will check on availability and confirm later. Anderson will send doodle poll for interview date selections. Interview question list was confirmed and Anderson to review with SCLS. Anderson created a rubric for the selection process to document the process and will match the final interview questions with the rubric. The two documents will be organized so they flow together with a scoring of 1-10 as the preferred scoring mechanism.

BUDGET: Anderson reviewed the Budget items and reviewed areas of concern including providing an update and a plan moving forward. There is a carry over for the 2023 budget and Anderson will develop a plan to rectify overages as indicated in the year end 2022 budget. No formal action required or taken.

CLOSED SESSION: Moved to Closed session pursuant to language provided. Schuetz moved to go into Closed Session. Moyer seconded and motion carried. Moore, Schuetz, Moyer and Anderson present for Closed session. After discussion in Closed session Schuetz moved to come out of closed session. Moore seconded and motion carried. Moore, Schuetz, Moyer and Anderson present in open session. Schuetz moved to approve the Village Board approved compensation for health insurance related issue as presented. Moore seconded and motion carried.

DIRECTORS REPORT: Anderson reported on highlights for the month including monthly stats, art auction update, decreased visits as expected and increase in WIFI usage and reviewed November programming. Anderson reviewed sweeps week and provided update on the Black Earth Historical Society Grant for digitization of local newspapers from 1946-1974. Also important to mention that Anderson was selected as Awards/Honors Committee Chair for the Wisconsin Library Association.

FUTURE Agenda Items: RFP for Architectural Services, Rubric and dates for Interviews. End of Year Budget.

NEXT Meeting Date: Tuesday, January 17th. NOTE on this date there is the 6pm Park Open Forum.

Moore moved to adjourn. Schuetz seconded. Motion carried.
Meeting adjourned 8:40pm