

Black Earth Library Board Minutes 06/19/2024
Meeting ID: 810 9341 0892
Passcode: 346983

1. Call to order
 - Schuetz called the meeting to order at 7:00 pm
2. Roll call of members
 - Schuetz, Helmenstine, Wittenwyler, Ederer present with Bailey Anderson.
 - Colby absent.
3. Proof of posting
 - Schuetz read the proof of posting
4. Adoption/amendment of agenda
 - Helmenstine motioned to approve
 - Wittenwyler seconded the motion
 - Motion passed
5. Public Comment
 - None
7. Reading and approval of minutes
 - Reading of 04/16/2024 minutes
 - Reading of 05/21/2024 minutes
 - Helmenstine motioned to approve the minutes from 04/16/2024 minutes
 - Schuetz seconded the motion
 - Motion passed
 - Schuetz motioned to approve the minutes from the 05/21/2024 minutes
 - Wittenwyler seconded the motion
 - Motion passed
8. Friends of the Library update
 - Anderson delivered the report on behalf of the Friends of the Library
 - Membership drive has been successful
 - Marie Pequin elected as the new Treasurer, Jill Stapleton elected as the new member at large
 - Pie sale in July, Book sale in August
9. Village Update
 - Helmenstine delivered the update
 - Discussed the GO Note
 - Comp Plan
 - Clerk/Treasurer Role
 - Wittenwyler asked for more information about the comprehensive plan update
 - Helmenstine and Schuetz spoke about their understanding and experiences with comprehensive plan update.
 - Anderson asked about the survey
10. Treasurer's Report (Schuetz)

- Schuetz delivered the report
- Scheutz reported that there were no out of the ordinary occurrences.
 - The SCLC fund grew
- Wittenwyler asked about the plan for funds from the donations.
 - Anderson reported that the donations are ongoing
 - Any donations that are earmarked are noted to be used for that purpose.
- Wittenwyler asked about general financial operations of the Library in relation to the Village.
 - Anderson answered that the Library is funded through taxes. The Village holds and manages the Library accounts and funds, because they are tax funds.
 - The Library board is the official governing body for the library's financial operations. The Village can decide an overall funding level, but not how that funding is used.
 - Schuetz reported that there is some county funding as well that is used for library funding.
 - Anderson reported that those county funds are still from taxes, and so the village must remain the manager of those funds as well.
- Wittenwyler motioned to approve
- Ederer seconded
- Motioned passed

11. Action on bills

- Schuetz reported the bills
- Wittenwyler asked about Baker & Taylor
 - Schuetz reported that it is the main source of books for the library
- Helmenstine moved to approve payment of the bills
- Ederer seconds

12. August Meeting Date

- Anderson will be out of the office in August until the 14th.
 - Requesting that the board change the meeting date to Tuesday, August 27th to allow for enough time for Bailey to return to the library and prepare the meeting.
- Wittenwyler asked who will post for that
 - Anderson reported that she will post for it on August 23rd.
- Board members believe that date works for the members present.

13. Sweeney Group Meeting Date

- Anderson reported that the Sweeney Group is looking to have a supplemental meeting before the next regular library board meeting. This meeting can be completed in closed session.
- Schuetz asked if there is a special need to happen sooner than the regular meeting, and why the closed session would be preferable.
 - Anderson reported that it is the Sweeney Group's preference to meet sooner, and the closed session is appropriate due to the personal and financial information that may be discussed.
- Wittenwyler asked for more information on the Sweeney Group
 - Schuetz responded that they are the fundraising consultants
- Schuetz asked if members had a preference
 - Helmenstine responded that he prefers to meet sooner so that the library board can have information ready in advance of the village budget sessions.

- Anderson will create a poll to determine when that meeting can happen.

Annette Koenig entered at 7:38pm

14. GO Note

- Anderson reported that the GO Note funded the \$20,000 for the architectural fees
- Helmenstine presented figures about the village budget and GO note spending for the Board
 - GO Note has total of \$1.176 million. \$1.065 million already assigned.
 - \$110,959 that must be assigned by 07/31/2024. Village will assign the remaining funds at the 07/10/2024 regular meeting of the village board.
 - Library expenses are: 15% of the 2024 Village Budget. It represents 5% of village revenue. It has received 2% of the GO Note funds so far. Summing the GO Note and 2024 Budget expenses results in 10% of village expenses being for the Library.
 - In general, GO Note funds can only be spent on specific, one-time projects. Not allowed to be used for ongoing expenses.
- Gary asked why the GO Note funding exists
 - Anderson and Helmenstine responded with their understandings
- Helmenstine recommends that the library board vote to recommend items related to the library so that the recommendations have more influence.
- Helmenstine and Anderson reported their impressions on their expectations for how much the library may receive.
- Anderson reported potential items
 - Upgrading computers – 2 laptop and 1 desktop
 - New copier, which was removed from the library budget
 - Sweeny Group payment
 - Support project to redo the roof – which had other support on the village board
- Anderson stated that all items should be mobile or co-opt use with other departments.
- Schuetz asked if the current copier is owned by the library
 - Anderson – yes. But we pay a contractual fee to help with the supplies. The copier item idea would purchase the new machine but would require a similar contract.
 - Schuetz asked what the problem is with the copier.
 - Anderson explained issues with the machine and the vendor
 - Anderson estimated \$5,000-\$6,000 for the new copier.
- Schuetz asked about the computers
 - Anderson explained
- Wittenwyler asked about considering smaller, consumer printers instead of an office style copier. Also asked about items that would prime the village board to think about expansion as a useful investment. Mentioned a “resource” center/rental system of important but seldom used household items.
 - Anderson reported that the library does some things like that already. “The Library of Things”
 - Ederer added that people may be willing to donate specific items if the library publicized
 - Schuetz questioned if this type of money could be for this type of expense.
- Schuetz summarized the items that could be recommended
- Helmenstine motioned to recommend that the village board assign GO Note funds to purchase computer upgrades, a new copier, reconstruction of the village hall roof, and the payment to the Sweeney Group for fundraising services.
- Schuetz seconded the motion

- Wittenwyler asked if the roof reconstruction would be tied wholly to the library.
 - Helmenstine stated that the current budget structure does not make such assignments to individual departments for projects like the roof reconstruction.
- Helmenstine rescinds the motion, Schuetz rescinds the second.
- Helmenstine motions to direct the library director to draft a proposal for GO Note assignment of funds to present to the village board that includes the village hall roof reconstruction, a new library copier, the Sweeney Group payments, and new library computers.
- Schuetz seconds
- Motion Passes

15. Director's Annual Review Planning

- Anderson explained the Director's Annual review process
- Anderson recommended a sub-committee to be created to develop the content and structure of the review, not to exceed two members, so that a quorum is avoided.
- Schuetz asked if any board members have completed this type of review before.
- Wittenwyler asked if there is a template from prior years.
- Wittenwyler and Schuetz will be the sub-committee members
- Anderson reported that the staff will need more than a month to respond to the review questionnaires during the summer reading program period.
- Wittenwyler asked if the review document is linked to salary increases.
 - Schuetz – no
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16. Director's Report

- Anderson delivered the director's report
 - Anderson will be on extended vacation from late July to early August
- Schuetz motioned to approve the report
- Ederer seconded
- Motion Passed

17. Future Agenda Items

- Directors Review
- GO Note Spending

18. Next meeting

- 07/17/2024

19. Adjournment

- Helmenstine motioned for meeting to adjourn
- Wittenwyler seconded the motion
- Meeting adjourned at 9:05pm