

Black Earth Library Board Minutes 08/27/2024
Meeting ID: 810 9341 0892
Passcode: 346983

1. Call to order
 - Schuetz called the meeting to order 7:00pm
2. Roll call of members
 - Schuetz, Colby, Helmenstine, Wittenwyler present with Bailey Anderson and Annette Koenig
 - Ederer joined meeting at 7:05pm
3. Proof of posting
 - Schuetz read the proof of posting
4. Adoption/amendment of agenda
 - Helmenstine motioned to approve
 - Colby seconded the motion
 - Motion passed
5. Public Comment
 - None
6. Reading and approval of minutes from 07/17/2024
 - Misspelling of Board member's name corrected
 - Helmenstine motioned to approve
 - Wittenwyler seconded the motion
 - Motion passed
7. Friends of the Library update (Koenig)
 - Pie Auction and sale netted \$695 plus a donation of \$500. Book sale netted \$486 plus a \$1,000 donation. Working on adding a QR code to posters and membership forms. A Paypal account has been set up.
 - No action needed
8. Village update (Helmenstine)
 - Budget season is beginning. Village departments should have budget estimates in by September 15. Dylan met with WHEDA representative to discuss library's building project. A multi-use building with housing and library included is the concept. Dylan also working with a group from Gateway to the Driftless to support a resolution to amplify the progress of the project. Gateway to the Driftless is a regional trail biking/walking system from Middleton to Sauk-Prairie. Wolf Run Trail is part of the system.
 - No action needed
9. Treasurer's Report (Schuetz)
 - Schuetz noted to 2 small errors (dates) which were corrected. \$12,000 check from Sweeny group cashed.
 - Wittenwyler motioned to approve
 - Helmenstine seconded the motion
 - Motion passed

10. Payment of bills

- Helmenstine suggested restructuring of bills summary into a spreadsheet format. It would be easier to see each line item and the previous month/year total dollars spent.
- Wittenwyler inquired about the detailed review of the credit card bill. Schuetz confirmed that the credit card bill was reviewed in detail, including receipts.
- Schuetz motioned to approve
- Helmenstine seconded the motion
- Motion approved

11. Discussion/Action on strategic plan draft

- Anderson met with S. Brommer (SCLS consultant) to review 38 responses from Village of Black Earth residents. Trends were identified and developed into strategies, objectives and goals. Anderson outlined each step and reviewed the narrative portion of the document. She may have a completed plan by next month.
- No action needed

12. Discussion/Action on Hoopla budgeting/planning

- Hoopla program has quadrupled in price and Anderson believes its not sustainable in 2025. She spoke with a company rep. and the rep offered some cost saving alternatives in the plan. There are 38 customers in our service area that frequently use the service. Anderson recommended some cost saving measures: 1. turn off email notifications 2. Lower circulation amounts (10x/month) 3. Reduce spending on audiobooks and movies. 4. Introduce the plan to customers in either Nov. or Dec.
- Schuetz motioned to put Hoopla changes into effect to reduce and limit costs
- Helmenstine seconded the motion
- Motion passed

13. Director's Report (Anderson)

- Anderson reported a very busy summer of programs. Summer Library Program wrapped up. Beanstock (software program used for statistics) has been discontinued. Driftless Park Passport program currently underway. Collaboration with other area libraries. She applied for a grant from Sauk Prairie Healthcare Healthy Life Center for mental health programs. She is working on upcoming fall programs which include Local Author Fair on October 25.
- Schuetz motioned to approve the report
- Helmenstine seconded the motion
- Motion passed

14. Future agenda items

- Strategic plan
- Reformat bill summary
- Fiscal responsibility language
- Hoopla vs Advantage program

15. Next meeting

- 9/17/2024

16. Adjournment

- Helmenstine motioned to adjourn
- Seconded by Schuetz Adjourned at 9:13 pm