

**BLACK EARTH PUBLIC LIBRARY – Regular Meeting 12/19/2024**

**1210 MILLS STREET, BLACK EARTH, WI 53515 – Zoom Meeting**

**1. Call to order**

- a. Called to order at 7:03pm

**2. Roll call of members**

- a. Schuetz, Wittenwyler, Helmenstine present.
- b. Rogers and Smith (Friends of the Library)

**3. Proof of posting**

- a. Schuetz read the proof of posting

**4. Adoption/amendment of agenda**

- a. Wittenwyler moves to approve the agenda; Schuetz seconded
- b. Motion passes.

**5. Public comment**

- a. No comments given.

**6. Reading and approval of minutes from 11/19, 12/2**

- a. Schuetz motions to approve both sets of minutes as presented; Wittenwyler seconded.
- b. Motion passes.

**7. Friends of the Library update**

- a. 19 New members in the Friends of the Library Organization.
- b. “The total on the art auction: The revised total for this year is \$2,515 last year’s auction total was \$1,684. This represents a 49% increase over last year!”
  - i. Schuetz asked what may have led to the increase in the fundraising amount.
  - ii. Smith stated that the Friends are going to discuss the reason why at the next meeting and report back to the Interim Director and Board.
- c. Brenda Pulvermacher is the new Member at Large
- d. Next meeting is January 8<sup>th</sup>, 2025.

**8. Village update (Helmenstine)**

- a. Helmenstine stated that the only major items that related to the library are the Comprehensive Plan Update & the Housing Study.

**9. Treasurer’s Report (Schuetz)**

- a. Schuetz discussed the timing of checks and items that required reimbursements.
- b. Wittenwyler motions to approve the report; Helmenstine seconded.
- c. Motion passed.

**10. Action on bills**

- a. Schuetz presented the bills.
- b. Wittenwyler asked who develops this report.

- i. Rogers stated it was developed by Bailey and is maintained monthly by Rogers. Wittenwyler stated that a historical record along with the expenses to be approved. Rogers mentioned the “Year to Date” Budget trackers excel workbook that was attached. Helmenstine stated that an ongoing report that includes the months to be paid as well as the prior month’s expenses would help the board with tracking the cost of the bills. Schuetz mentioned past documents that were delivered to the Board that were similar to that concept. The Board will discuss this in February.
- c. Schuetz motions to approve payment of the bills; Wittenwyler seconded.
- d. Motion passed.

#### **11. Discussion/Action on Strategic Plan**

- a. Schuetz asked Rogers what her opinion on the plan are. Rogers stated that it is a good plan that will serve the purpose of guiding the next years.
- b. Helmenstine moves to approve the Strategic Plan as presented; Schuetz seconded.
- c. Motion Passes

#### **12. Discussion/Action on Village Comprehensive Plan & Housing Study**

- a. Helmenstine introduced the purpose of the Comprehensive Plan and the Housing Study. The board specifically discussed the section 7.10 “Library Services” and the “Impact Fee Assessment” language that is contained within it. The board also specifically discussed the future plans for development per the comprehensive plan. There was a brief discussion on the Housing Study, and its recommendations for increasing the housing supply in Black Earth. Schuetz stated that comprehensive plans can be amended as situations change. Wittenwyler asked how often the plan is reviewed. Helmenstine stated that he hopes the village will establish a committee that will review the plan and the village’s progress on the goals at least bi-annually.

#### **13. Discussion/Action on new Library Director onboarding**

- a. Rogers updated the Board on activity Huston and Rogers have taken to get Huston started on her time at BEPL. Huston has been hired as a remote, part-time librarian to be paid for her work between now and her official Director start date.

#### **14. Director’s Report (Rogers)**

- a. Rogers delivered the report.
- b. Wittenwyler asked about the library’s efforts to track “Reference Transactions” for the Annual Report. Rogers reported that the process for the tracking was completed, and the results were average.
- c. Schuetz asked about the teen nail painting programming. Rogers reported that the Teen Advisory Board developed the idea for the event. There were about 8 attendees.
- d. Schuetz motioned to approve the report; Wittenwyler seconded.
- e. Motion passed.

**15. Future agenda items**

- a. Monthly Bills Record with Comparative.
- b. Impact Fee Assessment Discussion.
- c. Library Director Onboarding.

**16. Next meeting**

- a. January 21<sup>st</sup> is the typical day.
  - i. Wittenwyler and Helmenstine cannot attend.
  - ii. Schuetz asked Wittenwyler and Schuetz to send Rogers their availability for the next meeting.

**17. Adjournment**

- a. Helmenstine motions to adjourn. Schuetz seconded.
- b. Motion Passed.
- c. Adjourned at 7:59pm