

BLACK EARTH PUBLIC LIBRARY BOARD MEETING
1210 MILLS STREET
BLACK EARTH, WI 53515
03/25/2025

- 1) Call to order
 - a. Schuetz called the meeting to order at 7:00 pm
- 2) Roll call of members
 - a. Schuetz, Ederer, and Helmenstine present. Wittenwyler absent. Huston and Koenig also present
- 3) Proof of posting
 - a. Schuetz read the proof of posting
- 4) Adoption/amendment of agenda
 - a. Helmenstine moves to approve agenda. Ederer seconded
 - b. Motion passed
- 5) Public comment
 - a. No public comment
- 6) Reading and approval of minutes from February
 - a. Schuetz moves to approve the minutes. Ederer seconded.
 - b. Motion passed
- 7) Friends of the Library update
 - a. The Friends' book sale has been moved to the week of the garage sales. The Friends' will have coupons to the Black Earth Lanes available to patrons who spend enough money.
 - i. Schuetz asked how the "purchase by the bag" will work with the coupons. Koenig stated that the Friends' will still sell "by the bag" and is working out how that works into the coupons.
 - b. The Friends' are still working on the Meet and Greet with the new director.
 - c. The Friends' now have their own letterhead!
 - d. The Mazo and Black Earth Friends' groups are jointly selling merchandise and will share the profits.
 - i. Huston offered to host the order forms and merchandise photos on the library's website.
 - ii. Huston asked when the sale will end. Koenig stated that the sale is ongoing and can continue indefinitely due to the printer being local.
 - iii. Ederer asked if there will be samples at the book sale. Koenig stated that it is her goal to have options ready for the sale.
- 8) Village update (Helmenstine)
 - a. Helmenstine reported his meetings with Dane County Zoning and Planning for "Request for Proposals" and land purchasing within the village.
 - i. Schuetz stated that a future agenda should include a discussion of that site.
 - b. Helmenstine also reported that the paper of record will be changing for the area to the Times Tribune.
- 9) Treasurer's Report (Schuetz)
 - a. Schuetz delivered the treasurer's report.
 - b. There were some checks that were erroneously deposited to the library's account (about \$3k) that should have been deposited to the village. Village staff caught the mistake, and the issue has been resolved.
 - c. Helmenstine motioned to approve the treasurer's report. Schuetz seconded.
 - d. Motion passed.
- 10) Action on bills
 - a. Huston discussed challenges with the village financial report. Huston is working with the village office to sort that out. This delayed the creation of this month's financial reports.

- b. Helmenstine asked about Hoopla usage. Huston talked about her discussion with Brian Cole (Mazomanie Free Library Director). He stated that more and more libraries are dropping Hoopla due to lack of value to patrons and the community.
 - c. Ederer asked what the difference was between “Books”, “Materials”, and “Supplies”.
 - i. Huston discussed the different classifications.
 - ii. Schuetz discussed the possibility of aligning the library’s classifications of expenses with what the village uses.
 - 1. Huston said that there are some reasons to keep the classifications separate, such as the annual report needs a specific sum spent on books in the year.
 - d. Schuetz motions approve payment of the bills. Ederer seconded.
 - e. Motion passed
 - f. Huston asked for feedback on the financial reports.
 - i. Helmenstine stated that he prefers to see a report that is Vendor Expenses by Month as a 12 month rolling report.
 - ii. Schuetz stated that he prefers to have a Year to Date report by vendor and category/class.
 - iii. Ederer stated it would be most helpful to have the different reports as individual sheets within the same Excel Workbook.
 - iv. Huston will use the feedback to edit the current reports for another presentation to the board next month.
- 11) **Discussion/Action** on Gateway to the Driftless Resolution
- a. Helmenstine discussed the reasoning behind the resolution.
 - b. Schuetz motioned to approve the resolution. Helmenstine seconded.
 - c. Motion passed
- 12) **Discussion/Action** on Director Welcome/Meet and Greet
- a. Koenig recounted her discussion with Wittenwyler. The broad goals are to keep the event local and to host it once Huston is situated in her role. However, it should remain an agenda item so that Wittenwyler can be present for the discussion.
 - b. No action taken
- 13) **Discussion/Action** on approval of Board Trustees
- a. Huston discussed an interested person for the trustee role. The applicant is from Mazomanie
 - b. Schuetz asked if there were other applicants.
 - i. Huston stated that there was an interested applicant from Arena, but SCLS stated that because they are from a different county it was not allowed.
 - c. Schuetz stated that there are some valid concerns about having a non-Black Earth resident on the board.
 - d. Huston stated that the board could expand the board membership if there is a future applicant from the village of Black Earth while the Mazomanie resident is on the board.
 - e. Ederer stated she would be willing to step down if need be, given she is a representative from the school district that does not live in the village.
 - i. Schuetz assured Ederer that her presence and knowledge is invaluable, and that he is very interested in keeping her on the board.
 - f. Helmenstine stated that if the board believes it is best to expand the library in the future, it may get complicated if there are multiple non-
- 14) **Discussion/Action** on reimbursement for professional memberships
- a. Huston stated that SCLS covers \$100 of the WLA membership.
 - i. BEPL cost is \$53 for WLA and \$75 for ARSL.

- b. Schuetz motioned to approve the reimbursement of professional membership fees for Wisconsin Library Association and Association of Rural and Small Libraries. Ederer seconded.
 - c. Motion passed
- 15) Director's Report (Huston)
- a. Huston delivered the report
 - b. Huston delivered information on the purchase of the printer from Rhyne (Sharpe model).
 - i. \$2,006 for the purchase price. \$44.58 a month in fees. \$4,681 over 5 years.
 - ii. Full package for staff training, materials, ink. Village may also be contracting with Rhyne soon.
 - c. Schuetz asked if there is resale value in the current printer.
 - i. Huston stated there is not
 - d. Huston will review policies to see if this purchase can be made without board approval. If it does, it will be an action item on the next meeting.
 - e. Huston stated that the library will move to automatic payment via the credit card as long as doing so aligns with village policies.
 - f. Ederer motioned to approve the report. Schuetz seconded.
 - g. Motion passed.
- 16) Future agenda items
- a. Board of Trustees Number
 - b. Board of Trustees Member
 - c. Policy for Professional Membership Fees
 - d. Village Board Committee Assignments
 - e. Heartland Property
 - f. Copier Update
 - g. Spending Policies
 - h. Library Board Roles
- 17) Next meeting
- a. Tentatively for April 15th at 7pm
- 18) Adjournment
- a. Schuetz motioned to adjourn. Helmenstine seconded.
 - b. Motion Passed.
 - c. Adjourned at 8:33pm