

BLACK EARTH PUBLIC LIBRARY BOARD MEETING
1210 MILLS STREET
BLACK EARTH, WI 53515
04/15/2025

- 1) Call to order
 - a. Schuetz called the meeting to order at 7:03 pm
- 2) Roll call of members
 - a. Schuetz, Ederer, and Wittenwyler present. Helmenstine absent, he will join later if he becomes available. Huston and three community members are also present
- 3) Proof of posting
 - a. Schuetz read the proof of posting
 - b. Huston noted an incorrect date was used as 04/10/2025
- 4) Adoption/amendment of agenda
 - a. Ederer to approve agenda. Schuetz seconded
 - b. Motion passed
- 5) Public comment
 - a. Members of the public are present and introduce themselves.
 - 5.a.i. Lily Crane of Black Earth, Alex Rolf of Black Earth, and Michele x of Mazomanie
 - b. No public comment
- 6) Reading and approval of minutes from February
 - a. Ederer moves to approve the minutes. Schuetz seconded.
 - b. Motion passed
- 7) Friends of the Library update
 - a. Book Sale - April 24-26th. \$5.00 per bag, If you spend \$10 you get a 15% off coupon to the Black Earth Lanes, We could use help with volunteers to man the sale or to help carry books back downstairs on Saturday at Noon. Can sign up at the library or email me and let me know.
 - b. Huston was asked for a with list of items for the library. The following items were approved: window clings to replace mini blinds, and a cricut cutting machine with software.
 - c. A meet and greet for the community has been scheduled for May 8th from 2-4
 - d. Elections for the board will be May 14th
- 8) Village update (Helmenstine)
 - a. *Village update was temporarily tabled until Helmenstine could join the meeting. The board returned to the item once he joined the meeting.*
 - b. Helmenstine reported the Village Clerk has separated from the Village of Black Earth. in posting the new position he expects changes in the salary. The recruitment process will begin in May.
 - c. Helmenstine also reported The Village Board Committee Assignments will be completed in May. It is possible the Library Board will have a new representative from the Village.

- d. Helmenstine updated the group of Terry's Moyers support to expand the library board, if it is recommended.

9) Treasurer's Report (Schuetz)

- a. Schuetz delivered the treasurer's report.
- b. All items are in balance
- c. One transaction to note was a transfer of funds from the Library account back to the Village account. This was a correcting entry.
- d. Foundation account took a \$5,000 dip
- e. Wittenwyler motioned to approve the treasurer's report. Ederer seconded.
- f. Motion passed.

10) Action on bills

- a. Huston discussed the new format for the reports, including a rolling 12 month Month to Date (MTD) as well as a Year to Date (YTD) comparison. The report shows expenses by class and by vendor.
 - 10.a.i. No questions on the new format
- b. Schuetz reviewed the bills in detail. No new items or unusual expenses this month. Wittenwyler asked if the Lake Ridge Bank credit card state was reviewed in detail. Schuetz confirmed it was.
- c. Schuetz review lost items found that required refunds to our patrons.
- d. Schuetz motions approve payment of the bills. Wittenwyler seconded.
- e. Motion passed
- f. Huston asked for feedback on the financial reports.

11) Discussion/Action on Reimbursement Policy for Professional Memberships

- a. Discussion on Professional memberships were held. In previous years professional memberships were handled as a regular expense with review and approval by the Board. It was agreed to continue this practice. No policy is recommended at this time.

12) Discussion/Action on Village Board Committee Assignments

- a. Tabled for placement as a future agenda item. The Village of Black Earth will be assigning committee members at the May 2025 Village Board meeting. The Black Earth Library Board will hold their discussion after these assignments are made.
- b. Motion made by Schuetz, and seconded by Ederer
- c. Motion passed

13) Discussion/Action on Heartland Property Plans

- a. Tabled for Discussion after the Village has an update for this group
- b. Motion made by Schuetz, seconded by Ederer
- c. Motion carried

Update: Helmenstine joined the meeting and updated the Board. The topic of the Heartland Property is no longer a necessary topic.

14) Discussion/Action on copier purchase

- a. Huston reviewed in detail the top two estimates for a copier. Discussing monthly cost, service levels, training, maintenance and cost per page printed. She commented that she felt the service Rhyne/Sharpe provided through the estimate process was better than the other companies.
 - 14.a.i. Wittenwyler asked about the value of service on-going
 - 14.a.ii. Schuetz asked what model/company she leaned toward.
 - 14.a.iii. Huston replied if all things were equal she would select the Rhyne/Sharpe estimate.
 - b. Schuetz motioned to approve the purchase of the copier from Rhyne/Sharpe after Huston speaks with the Representative requesting additional discounts prior to actually purchasing the copier. Ederer seconded the motion.
 - c. Motion passed
- 15) Discussion/Action on Spending Policy
- a. Huston updated the group on a Bi-law that states the Director has the spending authority of \$1,000 without Board approval. No motion needed.
- 16) Discussion/Action on Library Roles
- a. Schuetz spoke about the holding the role of both President and of Treasurer, he would like other Board members to consider taking on the role of Treasurer. He answered detailed questions presented by the Community members present regarding the role of a Trustee, the role of Treasurer and the number of hours required. Wittenwyler and Ederer added the component of Library advocate to the role of a trustee. Each future potential Board member shared something about themselves and had an opportunity to ask questions.
- 17) Director's Report
- a. Huston delivered the report, review statics and recent programs
 - b. She reviewed future programs including the program on Mental Health that is being presented as the result of a grant.
 - c. She spoke about changes in the Political climate and how they are not expected to impact our library immediately. In October the Senate and the House will review IML and vote.
 - d. The Library has received a "Speak Up Library Campaign" Tool Kit. This kit introduces ways to support your local library. Provides talking points for staff and the Director. Has videos of patron on what the library means to them as well as post cards.
 - e. Huston shared that she is taking a CE class, the cost of the class is being covered by the Wisconsin Association of Public Libraries Grants and Scholarship program. They will reimburse the library for the cost, and then be reimbursed through the payment process
 - f. Schuetz motioned to approve the report, Helmenstine seconded.
 - g. Motion Passed.
- 18) Future agenda items
- a. Board of Trustees Number
 - b. Village Board Committee Assignments

- c. New Library Trustees

- d. Role Assignments

19) Next meeting

- a. Tentatively for May 20th at 7pm

20) Adjournment

- a. Wittenwyler motioned to adjourn. Schuetz seconded.

- b. Motion Passed.

- c. Adjourned at 8:47pm