

MINUTES BE LIBRARY BOARD MEETING

June 18, 2025

1. Call to order
Schuetz called the meeting to order at 7:05 pm
2. Roll call of members
Schuetz, Ederer, Cavanagh, Crane, Rolfe. Huston was also present.
3. Proof of posting
Schuetz read the proof of posting.
4. Adoption/amendment of agenda
Motion – Rolfe
Second – Crane
5. Appointment of new board members
 - a. Crane and Rolfe have been approved by the village board
 - b. They will be starting two and three year terms, respectively
6. Public comment
 - a. None this week
7. Reading of minutes for May 20 meeting
 - a. 9.b(2) - corrected spelling to “donors”
 - b. 11.a - missing word phrase: “annual [potential for reorganization] of officers”
Motion – Ederer
Second – Rolfe
8. Friends of the Library update (Koenig)
 - a. Huston reported that they did not meet this month, so there is no update to share.
9. Village Update (Cavanagh)
 - a. Provided update regarding the need for a new “library meeting room request form.” The new form needs to indicate that an emergency Village Board meeting takes priority over any reservations made for the meeting room.
 - b. Discussed with the Village Board the need for “third places” in the village, ie. places that are not residences or places of businesses for community members to congregate
 - i. Mentioned that if the village offices relocated, this would allow the library to expand into the remaining space building space
 - ii. A developer is interested in building an apartment in town and there was a suggestion that the bottom floor could be used for the library
 - c. Schuetz encouraged Cavanagh to consult the documents provided by Bailey Architecture firm for the library
 - d. Cavanagh asked whether expanding the library into the full footprint of the current building was looked into
 - i. Scheutz - this was not looked into, but there is an interest from the Village Board in maintaining a village presence on mainstreet
 - ii. There have also been discussions around Mazo and Black Earth combining emergency services, which could open more space around town
10. Treasurer’s Report (Crane)

MINUTES BE LIBRARY BOARD MEETING

June 18, 2025

- a. Schuetz encouraged Crane to begin by showing that the books are balanced
 - b. Schuetz noted:
 - i. In the May Ledger, there is a reference row “electronic” which represents new checks from Lake Ridge Bank
 - ii. That he encouraged Crane to reach out to Bill Stokes to resolve pending check from last October
 - iii. Accounting discrepancy of \$12 recorded under Cash Transactions
 - c. A mistake in the report of the SCLS Foundation total brings that total an order of magnitude higher than the actual value, which should be **\$233,512.08**
 - i. Shuetz suggested this detail be amended in the current report
 - d. Schuetz reiterated that he would like to see the donated amounts spent towards specific uses
- Motion – Rolfe
Second – Ederer
11. Action on bills
- a. Review of invoices
 - i. Huston reported that Ricoh (copier service) had an outstanding bill with the library that was missed from last July. This was sent to Ricoh along with April’s bill
 - 1. Shuetz requested Huston to double check that the library did in fact miss the July 2024 payment
 - ii. Crane demonstrated an update in the organization of the expense spreadsheets
 - 1. Cavanagh asked what the Verizon service represents
 - a. Huston clarified it covers a “Mobile Hotspot” service, one that can be checked out and one that is brought to parks for library services. These are very popular
 - b. Rolfe asked if, given the popularity, whether the library should look into getting more.
 - i. Huston can look into cost
 - ii. Schuetz suggested this be looked into as part of next year’s budget
 - iii. Crane confirmed that all vouchers appear to be in order
 - b. Total monthly vendor expenses \$ 4,159.57
Balance of budget to spend in 2025 **\$165,545.49**
Motion – Ederer
Second – Cavanagh
12. Discussion/Action on officers
- a. Huston clarified that this item covers the annual election for officer positions, not the induction of the new members from item 5 above.
 - b. No action required.
13. Discussion: July holiday closures

MINUTES BE LIBRARY BOARD MEETING

June 18, 2025

- a. Huston reminded the board that July 4th falls on Friday and requested official approval for closing both July 4th and July 5th.

Motion – Schuetz

Second - Crane

14. Discussion of communications with future members

- a. Huston clarified: two or three people expressed interest in being on the board. Would like to reach out to them and encourage them to participate in other ways (Friends of the Library, committees, etc.) in order to cultivate those relationships.
- b. Schuetz suggested it is easier to reach out with a specific need to people
- c. Preferred format is an email or letter, rather than a phone call

15. Review of Trustee Essentials 1

- a. Huston provided chapter 1 of Trustee Essentials and walked through key ideas regarding the role of a board trustee
 - i. Regarding a Trustee's relationship to principles of intellectual freedom, Huston provided the example that computers in the South Central system use censorship filters that block certain websites for all patrons, which is a policy that could be seen to be in tension with those broader principles of intellectual freedom
 - 1. Scheutz provided the context around a past library directors views on censorship

16. Director's Report (Huston)

- a. Reported circulation, traffic and database usage
- b. Noted that the patron door counter ran out of batteries mid-month, so the count on patron foot traffic will be inaccurate
- c. Described June programs: weekly activities led by Kirsten as well as some adult activities that are beginning this month
- d. Huston will not be able to attend the July Village Board meeting
- e. Attended "Party in the Park" in Mazomanie and presented and introduced herself during Coffee with a Cop, where she was able to gather some data via surveys handed out
 - i. Lots of interest in book clubs
 - ii. Many interested in delivery service, which Huston has experience with setting up
 - 1. Rolfe asked if this could be a source of revenue
 - 2. Huston - not typically, unless it increased circulation significantly, but perhaps could be a way to solicit or encourage donations
 - 3. Schuetz requests that any program like this does not need to be self-funding
 - iii. Requested details on "pop up libraries"
 - 1. Scheutz - the most popular was done during Tuesday Concerts in the Park
 - iv. Looking into additional ways to market the library's offerings and services, such as the Children's Museum
 - v. 40 of the 50 postcards have been taken

MINUTES BE LIBRARY BOARD MEETING

June 18, 2025

- a. Motion - Schuetz
- b. Second - Cavanagh
- 17. Future agenda items
 - a. Investigation into expanding Verizon hotspots
 - b. Ideas for specific usage of donor funds
 - c. Labor Day closure
 - d. Investigating Book delivery
 - e. Looking into the reasoning around the current filtering
- 18. Next meeting date – July 16th, 2025
- 19. Adjournment 8:29 pm
 - Motion to adjourn –Schuetz
 - Second – Crane