

**Madeline Island Public Library
REGULAR LIBRARY BOARD MEETING
Tuesday, December 17, 2019
5:00 PM Library 2nd Floor
MINUTES**

Members Present: Louise McCray; Chair, Micaela Montagne, Al Wyman, Max Imholte, Marilyn Hartig and Peggy Ross

Members Absent: Keith Ryskoski

Staff Present: Lauren Schuppe, Library Director

The Madeline Island Library Board meeting was called to order by Louise McCray, Chair at 5:04 p.m. on Tuesday, December 17, 2019. A quorum of the committee is present as reflected in the members listed above.

I. Public Comment
None.

II. Minutes

A. Regular Library Board Meeting November 19th, 2019

Motion by Marilyn, second by Micaela to approve the November 19, 2019 Regular Library Board Meeting minutes. All in favor, all aye. Motion Carried.

III. Vouchers

A. Sign Directors Timesheet

B. Approve Bills

<u>General Funds Vouchers:</u>		<u>Designated & General Fund Vouchers:</u>	
Olson Building	\$1,337.18	Amazon	\$280.73
Barany	280.00		
MEI	307.77		
WI Elevator Inspections	137.00		
Norvado	201.36		
WI DPI	50.00		
Arms Furniture Restoration	405.00		
Cardmember Services	85.00		
Cardmember Services	288.17		
Q & Z's Bakery	65.47		

Micaela asked about Olson Building materials not being in On the Rock Roofing's contract. Lauren stated the materials were not included in the contract, but he had estimated them to be \$2,500. Lauren stated the only thing left on the cupola repair is the glass which should be installed within the next couple of weeks.

Motion by Micaela, second by Marilyn to approve Chair signing Director's timesheet and approve all submitted bills. All in favor, all aye. Motion carried.

IV. Directors Report

- Donation mailing update: 783 mailings sent, mailing cost \$1,675, donations received to date \$2,130.
- Lauren is working on a monthly meeting tickler list for next year.
- The Town has decided to not renew the janitorial services contract with Barany Cleaning for 2020 because of the tight budget. Lauren will come up with a cleaning schedule for herself, Seri & Terryn for the winter months. A Parks Dept. seasonal employee will do cleaning for the summer month.
- Lauren is working with Sam Dobson on getting cross-country ski sets for the Winter Rec Program. Lauren and Sam will be meeting with a representative from Play it Again Sports in the Twin Cities on January 8th to work on a bulk purchase and hope to get 20 complete sets.
- Lauren is working on the winter downhill ski program schedule.
- Progress report on projects:
 - Basement cleaning is going well
 - 4 old computers went to NWLS to be cleaned up and Lauren will look into selling them.
 - Shed is cleaned out but now is covered in snow.
 - On the Rock Roofing will have the new windows in the cupola installed in the next couple of weeks.
- Al stated he charged the battery for the Teal van and it's holding a charge. The van is currently parked in the Airport Parking Lot.
- Lauren said the White van is stored in her barn. Sam Dobson has been using it occasionally for the after-school program. Lauren is still looking at options for van storage.

V. Finances

A. Budget Summary

The 2019 Budget is approximately \$19,000 less than planned; Lauren did not take family insurance coverage and stopped all spending when the Town Board asked.

B. Review Budget Cuts for 2020

- Lauren said their proposed budget was approximately \$217,000 and the Town Board reduced it to approximately \$201,000 for an approximate \$16,000 reduction.
- Lisa Potswald, Town Administrator, looked at items that could potentially be reduced; Lauren's family insurance coverage = \$12,000, eliminated other aids in the summer = \$2,000, not renewing the janitorial contract = \$2,000.
- Discussion on possibly asking to roll-over \$12,000 from 2019.

VI. Programs

A. Review and Approve Kayak Fleet Purchase

Lengthy discussion on the Kayak Opportunity 2019 information e-mailed by Lauren; insurance, storage, rent vs. buy, community education, grant opportunities, guides, other equipment needed.

Motion by Micaela, second by Marilyn to approve the purchase of the kayak fleet from Holy Spirit Kayak Tours for an amount not to exceed \$5,000, pending clarification of insurance rider. All in favor, all aye. Motion Carried.

VII. Second Public Comment

Adjourn:

Motion by Micaela, second by Al, to adjourn. All in favor, all aye. Motion Carried.

Meeting adjourned at 5:48 p.m.

Minutes taken from recorder and respectfully submitted by Dorgene Goetsch, Clerical Assistant.

Minutes approved as presented January 21, 2020. Dorgene Goetsch, Clerical Assistant.