

REGULAR LIBRARY BOARD MEETING
Wednesday
May 18th, 2021
5:00 PM LIBRARY 1st Floor
Zoom Meeting
Minutes

Members Present: Keith Ryskoski; Chair, Micaela Montagne, Marilyn Hartig and Peggy Ross

Members Absent: Max Imholte, Al Wyman and Cynthia Mueller

Staff Present: Lauren Schuppe; Library Director

The Madeline Island Library Board meeting was called to order by Keith Ryskoski, Chair. 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 April 21, 2021

B. Special Library Board Meeting May 3, 2021

Motion by Peggy to approve the April 21, 2021 and May 3, 2021 Library Board minutes as presented, second by Marilyn, all ayes. Motion Carried.

III. Vouchers

A. Sign Directors Timesheet

B. Approve Bills

Norvado	\$ 181.33
New York Times	40.00
Card Member Services	751.97
Sheri Milburn	600.00
Debbie Knopf	1,735.25
Ashwaybay Outdoor Education Foundation	60.00
MIYC	87.30
Town of La Pointe	150.00
Pergola Kits USA	11,613.00

Motion by Marilyn to approve signing the Director's timesheets and bills submitted, second by Micaela, all ayes. Motion Carried.

IV. Directors Report

• **Summer Rec**

- 1st meeting with staff is next Monday.
- Lauren is hopeful spots will be available for most everyone interested in programming.
- Molly Sullivan's schedule may change based on busier days.
- 4 families have applied to St. John's Church for scholarships.
- Regular programming partners have been contacted and Lauren continues to get programs set up.

- Lauren is working with Town Staff to get the outdoor areas cleaned up (fallen and dead trees removed, buckthorn laying on tarps removed) before programming starts.
- Lots of book donations have been coming in. Staff will be working on ways to keep the side vestibule and front porch book sale items organized.
- Library door access code was changed due to miss use by a patron. A new code will only be given to staff and programming partners (yoga, etc.) offering services outside regular library hours.
- Lauren is trying to get work areas set up outside for people needing to access the internet while the library is closed. Lauren will work with Town staff to get additional outside outlets as there is currently only one.
- Lauren is anticipating changing/updating library hours by July including later closing times and Saturdays.
- Art Purchase Award - Deena Schuppe has made a mini model of her art piece. Lauren will get a picture and send to the Library Board. Lauren is checking with Ben Schram, Public Works Director and Ray Hakola, Facilities Manager on how to hang this before Deena starts on the actual piece.
- Holly Tourdot is working on a mural upstairs and has had a delay in finishing. Lauren will ask Ben and Ray to hang it up (to get it out of the way) and have Holly finish it while on the wall.

V. Strategic Plan

A. Review Strategic Plan/Discuss

- Discussion on setting a timeline. Lauren will put this on the next agenda with a plan to complete the project before budgets are due the end of September.
- Lauren will look into resources to help facilitate this process.

VI. Programs

A. Review/Approve Continuing Education Scholarship posting

- Lauren extended the application deadline from April 1 to July 1 with the uncertainty in school schedules due to COVID 19.
- No scholarships were given last year.
- Lauren will reach out to eligible students to remind them of the deadline.

Motion by Micaela to approve the Continuing Education Scholarship posting, second by Peggy, all ayes. Motion Carried.

VII. Personnel

A. Library Director Review

- Lauren shared a Job Performance Evaluation Form that she received from Lisa Potswald, Town Administrator, which is used by the Town to review their employees.
- Keith said he spoke with Lauren about the process prior to this meeting.
- Keith asked that all board members fill out this form individually and return to him by Fri., June 4, 2021. He will then compile the feedback and review it with Lauren.
- This will be on the June agenda so a statement can be included in the minutes.

VIII. Buildings

A. Approve Purchase of Pergola from Pergola Kits USA

Micaela explained that this purchase was approved at a prior meeting but because the purchase price is over \$5,000 it needed to have a notice posted/published prior to approval and that had not been done. The proper notices have been posted and published and we can now officially purchase.

Motion by Micaela to purchase a Pergola from Pergola Kits USA for \$11,613, second by Marilyn, all ayes. Motion Carried.

Adjourn: Motion by Micaela to adjourn, second by Peggy, all ayes. Motion Carried.

Respectfully submitted by Dorgene Goetsch, Clerical Assistant.

Minutes approved as presented on June 15, 2021. Dorgene Goetsch, Clerical Assistant