

**REGULAR LIBRARY BOARD MEETING**  
**Monday, October 18, 2021**  
**2:30 PM LIBRARY 2<sup>nd</sup> Floor/Zoom**  
**Minutes**

**Members Present:** Keith Ryskoski; Chair, Marilyn Hartig, Cynthia Mueller, Micaela Montagne, Katie Sanders, Lisa Potswald and Peggy Ross

**Members Absent:**

**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. Special Library Board Meeting October 4, 2021**

**B. Special Library Board Meeting October 13, 2021**

Motion by Peggy to approve the October 4, 2021 Special Library Board and October 13, 2021 Special Library Board minutes as presented, second by Marilyn, all ayes. Motion Carried.

**III. Financial**

**A. Approve funds transfer from General Designated funds to Capital Improvement to cover exterior painting difference.**

Lauren stated that the Library exterior painting was over budget by \$1,164 (this was anticipated) and there will be a change order for painting the exterior doors red. Lauren recommends using money in the General Designated Fund to cover the overage.

Motion by Micaela to use General Designated Fund to cover the remainder of the Capital painting project, second by Lisa, all ayes. Motion Carried.

**IV. Vouchers**

**A. Sign Directors Timesheet**

**B. Approve Bills**

Madeline Sanitary District	\$102.00
Norvado	142.94
New York Times	40.00
Herb Quarterly	39.94
Cardmember Services	244.58
MIFL	600.00
On the Rock Roofing	16,570.00
Todd's	625.80
Amazon	214.15

Motion by Lisa to approve signing director's timesheets and bills submitted, second by Marilyn, all ayes. Motion Carried.

Lauren stated that Norvado is no longer providing service for the elevator emergency phone. The new company is Advantage Systems Group and the cost is \$14/month. Lauren will ask for the annual pay option once the agreement is in place.

Motion by Micaela to approve the agreement with Advantage Systems Group for \$14/month, second by Katie, all ayes. Motion Carried.

*Clerical Assistant Note: This agreement was not on the posted agenda.*

## **V. Directors Report**

Lauren has been working on the following

- Keeping up with meetings (budget & strategic planning)
- Halloween decorating/activities for kids
- Bayfield Community Education Foundation Grant – Some of the VR (virtual reality) equipment Lauren planned on getting with this grant is no longer available. She has been researching other options. There is no deadline on when this has to be completed.
- Lauren is planning on Tuesday after school drop-in programming for the school kids to help fill in where the normal after school program doesn't cover.
- Lauren received positive feedback from the Town Board – Community Center Work Group presentation.

## **VI. Ongoing Projects**

- Deena Schuppe is dedicating November to complete the art purchase award project. She has been in contact with Ben Schram and Ray Hakola (Public Works) about hanging her mobile.
- Pergola will be shipped this week to Bayfield Lumber and will be put up by the Town crew.

## **VII. Personnel**

### **A. Extend directors 2020 vacation hours through December 31, 2021**

Lauren has 42 hours of unused vacation she would like to extend.

Motion by Lisa to extend Lauren's 42 vacation hours to December 31, 2021, second by Peggy, all ayes. Motion Carried.

## **VIII. Strategic Plan**

See Lisa's notes on pages 3 & 4.

The 4<sup>th</sup> strategic planning meeting will be scheduled on 11/1/21 at 3pm

**Adjourn:** Motion by Keith to adjourn, second by Katie, all ayes. Motion Carried.

Minutes taken from Zoom and respectfully submitted by Dorgene Goetsch, Clerical Assistant.  
Approved as presented November 1, 2021. Dorgene Goetsch, Clerical Assistant

**Madeline Island Public Library Strategic  
Planning October 18, 2021**

Implementation workshop focus questions –

- “What innovative practical actions will deal with the obstacles and move us toward our vision?”  
and
- “What do we intend to do in the first 12 months?”

***Practical Actions Identified- not categorized:***

Now that the outside is painted/dressed up, take ambiance to completion – art/sculpture at entrance	Develop new programs – older population. Technology, etc.	Expand programming options (resources/topics/people)
Technology availability/updates	Gazette monthly space for announcements	Staff member dedicated to adult programming; technology
Build high school scholarship funding	Feasibility study for community center	Space assessment – how can other spaces on the Island be used by the Library
Parking lot lines	Teen space	Space use in existing building
Establish multi-year youth plans	Gain community partners for programming and space	Develop outdoor spaces with existing grants
General clean-up - arrangement	Create technology plan	Programs – continuing excellence – for all community members
Collection of art to allow borrowing	Complete/expand outdoor facility/space	Funding (plan)
Strategic partners for identified space	Library with 22 <sup>nd</sup> century comforts	

***Actions in the first 12 months:***

What is the technology deficit? More computers, software, connections? Fundraise specifically.	Enhance communication – update website, social media, programming availability	Rearrange 1 <sup>st</sup> and 2 <sup>nd</sup> floors to accommodate entrance
Staff development – what are current and future needs?	Establish Friends of the Library (volunteerism)	Create teen space in library basement
Evening library hours	Community calendar	
Staffing needs/changes – maintenance, cleaning, evening, programming responsibilities	Reposition job duties/functions	

**Session 4: November 1, 2021, 3:00 – 4:30 p.m. Library, second floor. Agenda:**

- We will review the above information to correct, clarify, categorize and/or make other changes.
- We will develop a Year 1 plan of specific actions to move us toward the vision, and will break it down into four 90-day plans. These plans will be reviewed at future Library Board meetings.
- Keith requested a more specific 90-day plan format. Lisa volunteered to prepare a draft which will be sent out under separate email.

<b>YEAR'S ACCOMPLISHMENTS</b>				
<b>Strategic Direction</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>