

**REGULAR LIBRARY BOARD MEETING**  
**Tuesday, September 21<sup>st</sup>, 2021**  
**5:00 PM LIBRARY 1<sup>st</sup> Floor/Zoom**  
**Minutes**

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

**Members Absent:** Peggy Ross

**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 August 17, 2021**

**B. Special Library Board Meeting September 16, 2021**

Motion by Katie to approve the August 17, 2021 Regular Library Board minutes and the September 16, 2021 Special Library Board minutes as presented, second by Marilyn, all ayes. Motion Carried.

**IV. Vouchers**

**A. Sign Directors Timesheet**

Motion by Cynthia to approve signing Lauren's timesheets for week ending 8/21/21 and 9/4/21, second by Lisa, all ayes. Motion Carried

**B. Approve Bills**

NWLS	\$ 339.01
MEI	372.40
Norvado	181.75
Junior Library Guild	182.40
Sarah Schram	100.00
Wal Mart	182.47
Cardmember Services	433.92
La Pointe Gas	2,115.91
<del>Big Animal Productions</del>	<del>2,500.00</del>
Card Member Services	158.15
Amazon	7.98
MI Gardens	69.50
MI Yacht Club	98.68

Discussion on Big Animal Productions voucher; Lauren went over project specifics including original contract details, payments made, lack of completion and communication with vendor.

Consensus to disregard Big Animal Productions voucher at this time.

Consensus that Lauren will contact Big Animal Productions and request to do a contract addendum extending the original contract date of 8/20/21 to 10/16/21 with balance of contract to be paid at project completion. Lauren will try to present this at the next Library Board meeting scheduled for 9/27/21.

Motion by Micaela to approve bills submitted with the withdrawal of the Big Animal Productions, second by Marilyn, all ayes. Motion Carried.

## **V. Directors Report**

Lauren has been working on the following:

- 2022-2024 Budget
- Little Learners program (which started today and was a success)
- Winter projects for library staff
- Annual fundraising letter

## **VI. Building and Maintenance**

### **A. Discuss Accessibility Improvements**

Lauren stated she has had conversations with a resident in a wheelchair about the difficulties accessing the building. Lauren would like to look into installing doors in the vestibule that are more user friendly.

Discussion regarding where to get the funds. Consensus to ask for the funds in the 2022 budget with a note that Lauren will look into grants to help with the cost.

Motion by Lisa to include consideration for new ADA doors for the vestibule in the 2022 budget, second by Micaela, all ayes. Motion Carried.

## **VII. Budget**

### **A. Discuss 2022-2024 Budget**

Lauren highlighted some line items in the budget including;

- Computers will be in the general budget, not a capital improvement
- Lower cedar shake roof replacements to be in 2024 budget
- Cost of living wage increase for regular staff in 2022 is 5.4%, Lauren will put wage increases at 2% for 2023 & 2024.
- Adding money for quarterly custodial deep cleaning
- Consensus to add insurance costs for both librarian and library aide as it is an option and may be taken when there is staff turnover

Reminder of upcoming meetings:

Mon. 9/27 @ 2pm (Big Animal Contract, 2022-2024 budget approval, strategic planning)

Mon. 10/4, 10/18 possibly 10/25 – strategic planning

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

Minutes taken from a recording and respectfully submitted by Dorgene Goetsch, Clerical Assistant. Minutes approved as presented November 1, 2021. Dorgene Goetsch, Clerical Assistant.