

**REGULAR LIBRARY BOARD MEETING**  
**Tuesday, February 15, 2022**  
**5:00 PM LIBRARY 2<sup>nd</sup> Floor/Zoom**  
**Minutes**

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

**Members absent:** Lisa Potswald

**Staff Present:** Lauren Schuppe; Library Director

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

**I. Public Comment\*** None

**II. Minutes**

**A. Library Board Meeting January 18, 2022**

Motion by Marilyn to approve the January 18, 2022 Library Board minutes as presented, seconded by Peggy, all ayes. Motion Carried

**III. Vouchers**

**A. Sign Directors Timesheet**

Timesheets submitted for week ending 1/22/22 and 2/5/22.

**B. Approve Bills**

Norvado	\$ 186.58
La Pointe Gas	2,157.90
Card Member Services	39.43
Amazon	15.96
NWLS	5,553.55
New York Times	40.00
Library Journal	99.00
Rivistas	1,436.54
Ashwabay Outdoor Ed.	447.00
Amazon	1,162.90

Motion by Cynthia to approve the directors timesheets and vouchers as presented, seconded by Katie, all ayes. Motion Carried.

**IV. Directors Report**

Lauren has been working on:

- Summer Rec Planning with partners
- Plans to rearrange Library interior
- Deena Schuppe and Ray Hakola, Facilities Manager made a plan to hang mobile (2021 Art Purchase Award) next week
- Staff training of internet applications

Discussion on items from last meeting; insurance for board members and staff evaluations and assessments.

## **V. Reports**

### **A. Review and Approve Annual Report**

Lauren gave an overview of the report and answered questions.

Motion by Katie to approve the 2021 Annual Report, seconded by Micaela, all ayes, Motion Carried.

## **VI. Personnel**

### **A. Review and approve job posting for Summer Rec Director I**

### **B. Review and approve job posting for Summer Rec Director II**

### **C. Review and approve job posting for Summer Rec Assistant**

Motion by Micaela to approve the job posting for Summer Rec Director I, Summer Rec Director II and Summer Rec Assistant with removing WI from valid ID, seconded by Peggy, all ayes. Motion Carried.

## **VII. Ongoing Projects**

### **A. Library Community Center RFP**

#### **a. Consider passing RFP draft to Town Administrator for further action**

Lauren discussed a plan on the steps it will take to finalize and RFP (Request for Proposal) for a Community Center Feasibility Study.

Motion by Peggy to approve Lauren creating a draft RFP and working with Michael Kuchta, Town Administrator to finalize a draft to present to the Library Board for approval, seconded by Katie, all ayes. Motion Carried.

### **B. Island Makerspace: create, innovate, elevate**

#### **a. Review Equipment Outline**

- Lauren reported that all the banking requirements are set up in WISEgrants and she is waiting on her training schedule.
- Lauren went over her equipment outline which she is still working on along with the final budget.

### **C. Strategic Plan**

No updates.

Motion by Katie to review bylaws, seconded by Micaela, all ayes. Motion Carried

Lauren will e-mail current bylaws to members and put on the next agenda.

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

Minutes taken from recording and submitted by Dorgene Goetsch, Clerical Assistant.  
Minutes approved as presented March 15, 2022.