

REGULAR LIBRARY BOARD MEETING
Wednesday April 20, 2022
5:00 PM LIBRARY 2nd Floor/Zoom
Minutes

Members Present: Keith Ryskoski; Chair, Cynthia Mueller, Micaela Montagne, Marilyn Hartig, Katie Sanders 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 March 15, 2022

B. Special Library Board Meeting March 24, 2022

Motion by Katie to approve the March 15, 2022 Library Board minutes and March 24, 2022 Special Library Board minutes as presented, seconded by Marilyn, all ayes. Motion Carried

III. Vouchers

A. Sign Directors Timesheet

Timesheets submitted for week ending 3/19/22 and 4/2/22.

B. Approve Bills

Norvado	\$ 190.32
Card Member Services	1,209.62
Amazon	123.37
New York Times	80.00
Madeline Sanitary	102.00
Quill	130.84
Sterling	256.43
Ashwaybay Outdoor	512.00

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

Micaela asked if the Bayfield School District paid for the island kids at Mt. Ashwaybay, Lauren stated she inquired and is waiting to hear back from them.

IV. Directors Report

Lauren reported the following;

- There has been no interest in the Art Purchase Award, Lauren is exploring some interactive public art pieces if we don't receive any applications. She is hoping to have more interest when the summer population arrives.
- The internet policy needs to be updated to meet CIPA (Children's Internet Protection Act) compliance. Lauren is working on revising, and this will be on the next agenda.
- Because of the rapid purchase timeline on the ARPA Grant Lauren is proposing 2 special meetings on 4/26/22 and 5/10/22 to approve purchases over \$1,500.

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- Lauren will meet with Seri and Terryn to go over reconfiguring the areas upstairs to prepare for the maker's space.
- The makers space shed was approved at the 4/19/22 Annual Town Meeting

V. Personnel

A. Approve 17 hrs. of unused vacation for Seri Demorest to be used by May 31, 2022

Lauren stated Seri had some 2021 vacation hours extended until 3/31/22, she did not use all those hours and is asking to extend 17 hours to 5/31/22.

Motion by Micaela to approve the extension of Seri's 17 vacation hours from 3/31/22 to 5/31/22, seconded by Marilyn.

Discussion on why these hours were not used by original extension date.

Motion amended by Micaela to approve the extension of Seri's 17 vacation hours from 3/31/22 to 5/31/22 with no further extension allowed, seconded by Marilyn, 5 ayes, Katie abstains. Motion Carried.

B. Hire Zach Whitaker for Summer Rec Director II

Lauren is happy to have Zach returning this year. He will be working part-time Wed. – Fri. 8-4. Lauren would like his start date to be 5/1/22 to allow for some planning days before the regular program begins and hire at a rate of \$20/hour.

Motion by Cynthia to hire Zach Whitaker from 5/1/22 – 9/5/22 for \$20/hour, seconded by Micaela, all ayes. Motion Carried.

C. Hire Laura Brambilla for Summer Rec Director I

Lauren is planning on Laura working Mon. & Tue. 1/2 day and Wed. – Fri. full days from 5/1/22 – 9/5/22 for \$18/hour.

Motion by Katie to hire Laura Brambilla for \$18/hour from 5/1/22 – 9/5/22, seconded by Peggy, all ayes. Motion Carried.

VI. Ongoing Projects

A. Library Community Center RFP

1. Review and Approve RFP for Community Center Feasibility to submit to Town Board

- Lengthy discussion on draft RFP including updating wording (Library Board instead of Town, replace bid with proposal, etc.) and correcting spelling errors.
- Consensus to not present the RFP to the Town Board until funding plans are in place. Lauren hopes to have this done by the fall/budget season.

Motion by Micaela to approve the RFP document with all the changes discussed but not to submit to the Town Board at this time, seconded by Katie, all ayes. Motion Carried.

B. Island Makerspace: create, innovate, elevate

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Lauren explained that this grant is a reimbursement grant, so payments are made after we submit claims. Lauren would like a designated fund to better track these funds.

1. Approve creating ARPA Designated Fund

Motion by Cynthia to create an ARPA Designated Fund, seconded by Peggy, all ayes. Motion Carried.

2. Approve moving money from General Designated funds to ARPA Designated funds for ARPA Grant seed money

Lauren reported the General Designated Fund had a balance of \$37,386 as of 4/19/22, she would like to move \$30,000 to an ARPA Designated Fund as seed money which will be transferred back to the General Designated when all grant funds have been received. Lauren mention again about the need for Special Library Board meetings to approve purchases in between regular meetings. Keith asked for designated fund reports at each special meeting.

Motion by Katie to move \$30,000 from the General Designated Fund to a new ARPA Designated Fund, seconded by Cynthia, all ayes. Motion Carried

C. Strategic Plan

Nothing to discuss

VII. Policy

A. Approve amended Bylaws

Motion by Micaela to approve the amended bylaws, seconded by Marilyn, all ayes. Motion Carried.

Keith asked for the amended date to be either in a header or footer, not just on the last page and to have Lauren put on the agenda yearly to review.

Lauren will have original signature page on her desk for Library Board members to sign.

VIII. Future Agenda Items

Board Member terms ending 6/30/22

Grant writing policy

College scholarships

Reminder – Special Library Board Meeting on 4/26/22 & 5/10/22 at 5pm

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

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

Minutes approved as presented May 17, 2022.