

REGULAR LIBRARY BOARD MEETING
Tuesday May 17, 2022
5:00 PM LIBRARY 2nd Floor/Zoom
Minutes

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

Members absent: Micaela Montagne

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 April 20, 2022

B. Special Library Board Meeting April 26, 2022

C. Special Library Board Meeting May 10, 2022

Motion by Marilyn to approve the April 20, 2022 Library Board minutes and the April 26, 2022 and May 10, 2022 Special Library Board minutes as presented, seconded by Katie, all ayes. Motion Carried.

III. Vouchers

A. Sign Directors Timesheet

Timesheets submitted for week ending 4/16/22 and 4/30/22.

B. Approve Bills

Amazon	\$ 313.81
AOEF Ashwabay Outdoor	146.00
Wal-Mart	25.36
Cardmember Services	31.64
Debbie Knopf	115.57
Norvado	187.81
Lauren Schuppe	41.79
Town of La Pointe	150.00

Motion by Lisa to approve the directors' timesheets and vouchers as presented, seconded by Marilyn, all ayes. Motion Carried.

IV. Directors Report

- Lauren did a spring maintenance sweep of the library building/grounds and noted the following items need to be addressed: follow-up painting with On the Rock Roofing, front deck floor needs to be stained, legacy pathway from Library to gazebo needs stones raised, overall yard/garden clean-up. Lauren will look at scheduling a volunteer outdoor clean-up day.
- Lauren will be doing an annual pre-summer book purchase soon.

- Marilyn asked if parking lines could be painted in the parking lot. Lauren will ask Ben Schram, Public Works Director to put it on his to-do list.

V. Personnel

Lauren explained the summer rec program will run from 6/20/22 – 8/31/22, Tue. – Fri. from 8am-4pm for a total of 44 programming days. The assistants will job share different days to fill in the schedule. The programming fee is \$15/day and scholarships from St. John’s are available for year-round residents.

A. Hire Cam Adair for Summer Rec Assistant

Motion by Lisa to hire Cam Adair for up to 300 hrs. @ \$18/hour from 6/1/22 – 9/1/22, seconded by Peggy, all ayes. Motion Carried.

B. Hire Tracey Chipman for Summer Rec Assistant

Motion by Marilyn to hire Tracey Chipman for up to 200 hrs. @ \$20/hour from 6/1/22 – 9/1/22, seconded by Lisa, all ayes. Motion Carried.

C. Hire Cedar Schimke for Summer Rec Assistant

Motion by Lisa to hire Cedar Schimke for up to 300 hrs. @ \$20/hour from 6/1/22 – 9/1/22, seconded by Cynthia, all ayes. Motion Carried.

D. Hire Marie Iannazzo for Summer Rec Assistant

Motion by Cynthia to hire Marie Iannazzo for up to 100 hrs. @ \$20/hour from 6/1/22 – 9/1/22, seconded by Peggy, all ayes. Motion Carried.

VI. Ongoing Projects

A. Library Community Center RFP

Lauren has begun to look at funding sources for the feasibility study. Nothing specific yet as she has been busy with the makerspace grant.

B. Island Makerspace: create, innovate, elevate

Lauren has accounts set up with most of the vendors. There will be few more PO’s to be approved later. Lauren is anticipating special meetings on 5/31, 6/7 & 6/14 to approve purchases.

Lauren has been working with the CIPA Services vendor to get service for all the new devices. There are no other library’s within NWLS who are compliant, so this is all new to everyone.

Lauren plans to submit the first claims by this Friday for purchases approved last week.

1. Approve Purchase Orders for Makerspace

Nothing to approve

C. Strategic Plan

Unbale to hear comments from Katie from Zoom recording.

VII. Programming

A. Approved Debbie Knopf Little Learners Contract Change Order to include 1 extra week of programming and cleaning hours.

Lauren explained that a donor made a \$1,000 donation to the Little Learners program (to extend programming) through St. John's UCC. She thought it would be paid directly to Debbie from St John's but instead St. John's paid the Town.

The change order would include the additional \$1,000 for programming and cleaning hours.

Motion by Lisa to approve the change order to Debbie Knopf's contract which includes additional programming and cleaning hours, seconded by Katie, all ayes. Motion Carried.

B. Approve Little Learners Voucher

Debbie Knopf \$5,775.00

Motion by Katie to approve the voucher from Debbie Knopf for \$5,775, seconded by Lisa, all ayes. Motion Carried.

C. Approve Hippophile Farm Contract

Lauren stated this will be the 3rd year partnering with Hippophile Farm. This contract includes 5 session, 2 hrs./session, up to 10 children ages 8 +. Programming will be on Thursday mornings.

Motion by Peggy to approve the Hippophile Farm contract in the amount of \$3,125, seconded by Katie, all ayes. Motion Carried.

VIII. Financial

A. Discuss and Approve Return Grant Money to Bayfield Community Education Foundation

Lauren gave a recap of the timeline for the grant received from BCEF in 2021 for a Google VR project. In the end, BCEF has requested the \$3899 be returned. Lauren noted that BCEF also requested 3 other grants be returned.

Motion by Lisa to approve the return of \$3,899 to BCEF, seconded by Marilyn, all ayes. Motion Carried.

IX. Future Agenda Items

Grant Policies
Makerspace tour

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

Minutes taken from recording and submitted by Dorgene Goetsch, Clerical Assistant.
Minutes approved as presented June 20, 2022.