

REGULAR LIBRARY BOARD MEETING
Tuesday July 19, 2022
5:00 PM LIBRARY 2nd Floor/Zoom
Minutes

Members present: Lisa Potswald; Chair, Micaela Montagne, Marilyn Hartig, Peggy Ross and Cynthia Mueller
Members absent: Keith Ryskoski and Katie Sanders
Staff present: Lauren Schuppe; Library Director
Public present: Jane Vogt, Comprehensive Plan Steering Committee member

The Madeline Island Library Board meeting was called to order by Lisa Potswald, Chair

I. Public Comment* None

II. Minutes

A. Library Board Meeting June 20, 2022

Motion by Micaela to approve the above minutes as presented, seconded by Marilyn, all ayes.
Motion Carried.

III. Vouchers

A. Sign Directors Timesheet

Timesheets submitted for week ending 6/25/22 and 7/9/22.

Motion by Peggy to approve timesheets submitted, seconded by Micaela, all ayes.
Motion Carried.

B. Approve Bills

Norvado	191.83
Hippophile Farm	1,562.50
Cardmember Services	63.28
Amazon	240.02
Wal-mart	247.98
Napa	194.98
Demco	1,775.89
Madeline Sanitary	102.00
Christopher Dooley	720.00
Tracy Chipman	400.00
Troy Graham Music	300.00

Lauren noted a charge on the Amazon bill that was her personal (charged by mistake) purchase, she will give money to Barb to cover.

Motion by Micaela to approve the submitted vouchers, seconded by Marilyn, all ayes.
Motion Carried.

IV. Directors Report

- Lauren has scheduled google training for Seri and Terryn for online library calendars.
- Lauren is starting to work on the 2023 budget. 2022 spending is good.

V. Comprehensive Planning Committee Discussion

A. Guest speaker Jane Vogt

Jane gave an overview of the Comprehensive Plan Steering Committee including; who the members are, community engagement strategy and the process the committee is taking to complete the re-write of the Comprehensive Plan.

VI. Policy

A. Review and Approve Grant Policy

Discussion of draft Grant Policy distributed by Lauren.

- Exceptions Item #1; change to regular grants that have been applied for in the past instead of by resolution.
- Item #3; change any match to up to 100% match and not to exceed \$10,000 at any given time.
- Exception Item #2; change annually to every 3 years.

Motion by Micaela to approve Grant Policy with changes.

Cynthia asked to see the draft policy with revision at the next meeting before approving.

Motion by Marilyn to table until next meeting, seconded by Cynthia, all ayes. Motion Carried.

VII. Programs

A. Review and Approve Contract for Kip Dooley Tennis

Lauren stated that she has not received an invoice from Chris Dooley for the \$720 payable on approval of contract. Consensus to not pay voucher (approved earlier) until an invoice is received.

Motion by Peggy to approve contract with Kip Dooley Tennis for up to \$1,500 for 2022 Summer Rec programming, seconded by Micaela, all ayes. Motion Carried.

VIII. Ongoing Projects

A. Library Community Center RFP

1. Update on Otto Bremer Grant opportunity

- Lauren met with a program officer from the Otto Bremer Trust. He stated the trustees are reconfiguring the Community Asset Building grant and advised Lauren to wait until October to submit an application.
- Lauren is exploring other funding options.

B. Island Makerspace: create, innovate, elevate

1. Tour makerspace and discuss progress

Lauren gave a tour and explained the areas where the new makerspace will be. She also gave a tour of the first floor re-design plan.

Clerical Assistant note: I could not hear most of the conversation during the tour.

C. Strategic Plan

1. Review progress and assign tasks for next agenda

- Lauren reviewed the 1st and 2nd Quarter goals with most tasks being completed including; staff reviews, technology training, expanding hours, technology and space assessment.
- Lauren has been unable to find someone willing to start a Friend of the Library group but will continue to search.
- Lauren will add a notes column to the form and distributed the entire year at next month's meeting to fill in the tasks for 3rd and 4th quarter.

IX. Future Agenda Items

Grant Policy

Library Director Review

Summer Rec update

Lauren stated attendance has been great and there has been some staff changes.

Job Descriptions

Adjourn: Meeting adjourned at 6:20 pm.

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

Minutes approved as presented 8/16/2022.