

**REGULAR LIBRARY BOARD MEETING**  
**Tuesday August 16, 2022**  
**5:00 PM LIBRARY 2<sup>nd</sup> Floor/Zoom**  
**Minutes**

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

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

The Madeline Island Library Board meeting was called to order by Lisa Potswald, Chair at 5:04 pm.

**I. Public Comment\*** None

**II. Minutes**

**A. Library Board Meeting July 19, 2022**

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

**III. Vouchers**

**A. Sign Directors Timesheet**

Timesheets submitted for week ending 7/23/22 and 8/6/22.

**B. Approve Bills**

Norvado	187.47
Cardmember Services	528.35
Amazon	538.37
Christopher Dooley	720.00
Northwoods Forager	2,000.00
APG Media	8.99
Bayfield Ace Hardware	114.99
New York Times	80.00
Bayfield Ace Hardware	10.38

Katie asked about remaining staff hours, if there is a concern about going over budget. Lauren stated that she has no concerns about going over budget on wages. She stated that Summer Rec wages will be approx. \$10,000 less than budgeted. Micaela noted that \$50,000 was transferred from the general budget for the Makerspace grant so it makes the budget reports off.

Katie asked about Barb Nelson, Accounting Administrator's note on the Northwoods Forager invoice being more than approved. Lauren noted that the vendor did not submit an invoice for the 50% down (\$1,800) and the invoice submitted is for programming done to date which is in line with the contract. Lauren noted the total to be invoiced will be much less than the original contract.

Motion by Keith to approve the submitted timesheets and vouchers, seconded by Katie, all ayes. Motion Carried.

#### **IV. Directors Report**

- Lauren has been heavily involved in the summer rec program. Next week is the last week.
- Lauren has had preliminary talks with Debbie Knopf regarding the Little Learners Program as the Bayfield School District is still not interested in implementing a 4k program on the island. Programming is expected to be similar to last year and there are 4 children eligible to attend.
- Lauren has started to look at winter rec programming.
- Projects still needing town crew help include; outdoor classroom installation, parking lot lines painted, move library shed by parking lot. Ben Schram, Public Works Director, has these on his to do list.
- Lauren has started looking at the 2023 budget.

Marilyn asked about the fish sculpture project. It was not approved to be placed at Joni's Beach or St. John's UCC parking lot (storage shed placed instead). Cynthia suggested introducing the project at Fall Fest in October, Lauren will look into.

#### **V. Personnel**

##### **A. Consider Library Job Descriptions for Head Librarian and Librarian Assistant**

- Lauren explained the current job descriptions are out of date and these would get them in line with current duties and upcoming makerspace duties.
- Discussion on adding education requirements.
- Lisa asked for board members to send comments/suggestions to Lauren.
- Job descriptions will be on the next agenda for approval along with budgeting.
- Lauren will e-mail the Library Director and Rec Directors job descriptions to board members for reference.
- Lauren mentioned she is also thinking about a year-round part-time rec director position noting that these wages would come out of a designated fund, not the general budget.

#### **VI. Policy**

##### **A. Approve Grant Policy**

Micaela noted a duplicate word in the document.

Motion by Katie to approve the Grant Policy as amended, seconded by Marilyn, all ayes. Motion Carried.

#### **VII. Programs**

##### **A. Review and Approve Contract for Joe Costello Madeline Island Youth Kick Boxing**

Discussion on insurance requirements, including older kids not in the summer rec program and minor wording changes; replace workmanlike with like word and possibly replace cure the breach.

Motion by Cynthia to approve the contract with Joe Costello with wording changes Lauren may or may not make, seconded by Katie, all ayes. Motion Carried.

*Clerical Assistant note: Contract is for 10 hrs. @ \$120/hour not to exceed \$1,200 from 8/22/22 – 9/1/22.*

## **VIII. Ongoing Projects**

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

#### **1. Update on funding opportunities**

- Lauren will look at the Otto Bremer Foundation Grant in early September.
- Lauren has 2 meetings this week to look at private funding opportunities, Lisa offered to attend.
- Peggy asked about involving Red Cliff and Bad River at this point. Lauren will bring it up in other conversations she is having with them.

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

The project is proceeding as planned. Lauren plans to have all purchasing done by the end of October.

### **C. Strategic Plan**

#### **1. Review progress and assign 3<sup>rd</sup> and 4<sup>th</sup> quarter goals**

- Lauren has found 1 person interested in starting a Friends of the Library group and has sent them the paperwork on what the steps are to creating this organization. Lauren will reach out to the Community Center Work members to try to create a core group.
- Discussion on shifting some of the unfinished items to 3<sup>rd</sup> and 4<sup>th</sup> quarter including rearranging library spaces and approving new job descriptions.
- Peggy asked if the electrical in the building is good to cover the new makerspace equipment. Lauren believes so but plans to have an electrician look things over.
- Lauren is still working on a CIPA compliant program which needs to be in place before the makerspace grant reimbursements can be applied for.
- Micaela asked about the implementation steps going forward. Consensus to review again in January.

## **IX. Future Agenda Items**

Future strategic planning, budget planning, approve job descriptions, summer rec wrap-up

Peggy asked about graduate scholarships, Lauren said nobody applied this year.

Lauren said no applications were received for this years art purchase award. She has a non-resident water protectors group interested in doing a sound installation on Lake Superior. They will be submitting an application for consideration for these funds.

**Adjourn:** Meeting adjourned at 5:56 pm.

Minutes taken from recording and submitted by Dorgene Goetsch, Clerical Assistant.  
Minutes approved as presented 9/20/2022.