

REGULAR LIBRARY BOARD MEETING
Tuesday September 20, 2022
4:00 PM LIBRARY 2nd 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.

I. Public Comment* None

Motion by Lisa to move IX. A to top of agenda, seconded by Micaela, all ayes. Motion Carried.

II. Minutes

A. Library Board Meeting August 16, 2022

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

B. Special Library Board Meeting September 9, 2022

Motion by Marilyn to approve the above minutes, seconded by Katie, all ayes. Motion Carried.

III. Vouchers

A. Sign Directors Timesheet

Timesheets submitted for week ending 8/20/22 and 9/3/22.

B. Approve Bills

Norvado	188.07
Cardmember Services	1,109.51
Amazon	51.98
Gary Schlichting	125.00
Northwoods Forager	200.00
WI Elevator Inspections	142.00
New York Times	120.00
NWLS	259.06
DEMCO	180.62
Penny Nelson	293.00
Wal-Mart	115.44
Adventure Vacations	1,610.00
MIYC	305.34
AOEF	506.07

Katie asked about staff hours being over what was budgeted. Lauren stated overall wages should be approximately \$3,000 less than budgeted and that this will be talked about in detail at the budget meeting next week.

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

IV. Directors Report

- Lauren reported that many projects are being worked on or completed such as; recreation equipment shed has been moved to the parking lot, the outdoor classroom is nearly completed and the makerspace shed from Carlson Building is ordered.
- There is a dedication of the mural Holly Tourdot painted for the Rieman Family on Friday 9/23/22 from 4-5pm with reception following.
- Lauren had a meeting with James Everest regarding a sound garden project that would fit into the Art Purchase Award. Lauren is looking to collaborate with the Madeline Island Chamber, Madeline Island Museum and the Island School on this project. Lauren will e-mail links to his projects to the committee. She is expecting him to send a proposal for the Library Board to review.
- Cynthia asked about the fish project (it was seen at the MRF). Lauren said it was moved to accommodate the installation of the outdoor classroom and will be stored at the roads shop for the winter. Lauren is planning for the fish to make an appearance at Fall Fest.

V. Personnel

A. Review and Approve Library Job Descriptions for Head Librarian

B. Review and Approve Library Job Descriptions for Librarian Assistant

Lengthy discussion on job responsibilities, role of Library Director in creating job descriptions and education requirements. Consensus that job descriptions can be revised at any time in the future. Consensus that Head Librarian should be Librarian.

Motion by Keith to approve the Librarian and Librarian Assistant Job descriptions adding an education requirement of 4 years of higher education or related experience to the Librarian job description, seconded by Micaela.

Cynthia questioned all the additional responsibilities of the Librarian from the previous description and would like to review in more detail, Katie agreed.

5 ayes (Marilyn, Micaela, Lisa, Peggy and Keith), 2 nays (Cynthia & Katie) Motion Carried

VI. Policy

A. Approve Pace Woods Grant for regular annual submission

Lauren explained per the Grant Policy approved at the last meeting, annual grants can be approved by the Library Board for the Library Director to apply for without prior approval. Lauren has applied for the Pace Woods Grant for the maximum \$10,000 for the past many years and has used it to supplement the after-school program and the Little Learners Program.

Motion by Peggy to approve the annual submission of the Pace Woods Grant, seconded by Katie, all ayes. Motion Carried.

VII. Programs

A. Summer Rec Summary

Lauren gave an overview of the Summer Rec numbers

- Summer Rec Program ran 9 weeks (2 weeks eliminated due to short staff), mostly 4 days/week, 8am – 4pm every day
- Participants – of the 40 inquires, 28 were eligible (19 year-round resident, 6 island workers children, 3 summer residents)
- Programming Partners – 4 programming, 1 equipment, 2 entertainment. Total Library Board approve contracts amount were \$10,195 with actual paid being \$9,215. Shortage were due to reduction in programming.
- Revenue – program fees were \$15/day. Total amount billed was \$11,182, we've received \$10,582 so far. Total scholarships from St. John's were \$4,756.
- Total expenditures from designated fund was \$12,550 (programming, equipment & supplies). Designated Fund balance as of today (before vouchers approved) is \$12,325. Lauren noted it was budgeted to take \$4,306 from designated funds to supplement wages, this transfer has not happened yet.
- Staff – total hours budgeted were 1780 with 827 hrs. worked (not including Lauren's time). Total amount budgeted was \$31,498 with total amount used of \$18,568 which is \$8,624 under budget or \$12,930 if the \$4,306 is transferred from designated funds.

Lauren said the shortcomings of this year was staffing. She is looking at ways to format the program to anticipate the same shortages in the future. Lauren is still exploring the possibility of a part-time year-round recreation position.

VIII. Financial

A. Rieman Donation and Mural Request

Lauren explained that Phyllis Rieman asked if they could donate funds to the Library with the recommendation that these funds be used for a commissioned mural from Holly Tourdot which is located in the library.

Motion by Micaela to accept a \$10,000 donation from the Rieman's and earmark it for a commissioned mural from Holly Tourdot, seconded by Marilyn, all ayes. Motion Carried.

IX. Ongoing Projects

A. Library Community Center RFP

1. Communication with Barb With regarding Chippewa Federation meeting Thurs. 9/29/22 in Red Cliff

Barb came to suggest someone from the Library Board talk with the tribes about working together on the Community Center project. She stated Paul DeMain said he could be contacted about being put on the 9/29/22 Chippewa Federation meeting (which will include members from 11 tribes) agenda. Barb will send Paul's contact information to Lauren.

Lauren will contact Paul and plan to share where we are in the Community Center planning stage.

B. Island Makerspace: create, innovate, elevate

1. Review timeline for reimbursement

Lauren stated she has submitted all items purchased so far to DPI for reimbursement (approx. \$35,000). DPI has had staff turnover which has delayed the process a little. DPI is currently 30 days out on reimbursement claims. Lauren hopes to have all purchases made and submitted by the 3rd week in October.

Katie asked for separate budget information for this grant. Lauren will e-mail the DPI budget information to the Library Board.

C. Strategic Plan

Nothing to report

Next meeting to discuss budget will be Tue. 9/27/22 @ 4pm. Lauren will ask for budget reports from Barb with the ARPA Grant funds not included.

Lisa will do Lauren's yearly evaluation in the next few weeks.

X. Future Agenda Items

Adjourn:

Motion by Micaela to adjourn, seconded by Marilyn, all ayes. Motion Carried.

Minutes taken from recording and submitted by Dorgene Goetsch, Clerical Assistant.
Minutes approved as presented 10/19/2022.

SPECIAL LIBRARY BOARD MEETING

Tuesday September 27, 2022

4:00 PM 2nd Floor Library/Zoom

Minutes

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

Staff present: Lauren Schuppe; Library Director

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

I. Public Comment*

None

II. Financial

A. Review 2023 Budget

- Lauren will move the wages for hours she physically work with the Rec Center kids to Rec Wages to more accurately reflect Rec Costs.
- Overall wages will be increased at 7.7% as per accounting and Library Assistant wages will be increased 14.3% to \$15.00.

- Insurance for Librarian will be added as it may be a possible cost in the future.
- Lauren expects no capital projects.
- Final adjustments including designated funds and 2024 & 2025 estimates will be e-mailed to the Library Board by Tue. 10/4/22. P

Another Special Library Board meeting will be held Thur. 10/6/22 at 10 am to approve final library budget before it is due on Fri. 10/7/22.

III. Vouchers

A. Approve Vouchers

None

B. Approve PO's

Today's Classroom \$12,648.19

Lauren explained this purchase is for the makerspace and includes a tool cabinet with 237 manual wood working tools.

Motion by Micaela to approve the above purchase order to come from APRA funds, seconded by Marilyn, all ayes. Motion Carried.

Adjourn

Motion by Micaela to adjourn, second by Peggy, all ayes. Motion Carried.

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

Minutes approved as presented 10/19/2022.