

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

Members present: Lisa Potswald (chair), Micaela Montagne, Peggy Ross and Keith Ryskoski
Members absent: Marilyn Hartig, Cynthia Mueller and Katie Sanders
Staff present: Lauren Schuppe; Library Director

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

I. Public Comment* None

II. Town Comprehensive Plan Update

A. Jane Vogt

Jane was unable to attend.

III. Minutes

A. Library Board Meeting November 15, 2022

Motion by Micaela to approve the above minutes as presented, seconded by Peggy. Lisa and Keith abstained. Motion Carried.

IV. Vouchers

A. Sign Directors Timesheet

Timesheets submitted for week ending 11/12/22 and 11/26/22

Motion by Keith to approve the above timesheets, seconded by Micaela, all ayes.
Motion Carried.

B. Approve Bills

Advantage Systems Group	\$ 168.00
MEI	409.64
Norvado	185.45
Lauren Schuppe	58.73
Ashland County	200.00
MIFL	1,000.00
We Sell Mats	1,167.00
Worthington Direct	7,584.94
Conrad Press	2,134.00
Demco	4,994.99
Amazon	79.74
Card Member Services	1,265.48

Lauren noted she will be holding 2 of the checks until materials are received.
There are no outstanding makerspace bills.

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

V. Directors Report

- Year-end general budget will end with an approx. \$800 shortfall before the transfer from Summer Rec Designated Funds for wages which was originally budgeted to be \$4,300.
- Lauren has requested a compliance form checklist from NWLS so we don't miss any submission dates.
- We have received approximately \$1,500 in year end donations from the boxholders mailing. Lauren will send to off island residents next week.
- Makerspace area is coming along. Floor is installed and Lauren will start putting furniture together this week.
- Some yoga sessions have been done virtually and has been well received. Lauren is looking into other programs that could be offered virtually including makerspace badging.
- There will be a lot of transition in the next couple of months. Lauren is putting together a plan for this as well as all of next year to help make staff transition smooth.
- Lauren in planning to work on Community Center RFP funding after the new year now that makerspace purchasing is complete.

VI. Policy

A. Review and sign NWLN 2022 Compliance

Lauren explained this was an agreement that was missed, it is a standard yearly agreement that needs to be signed before the end of the year.

Discussion on NWLN meetings, and board composition.

Motion by Keith to approve and sign the 2022 NWLN Compliance Agreement, seconded by Micaela, all ayes. Motion Carried.

VII. Financial

A. Amend the 2023 Budget to reflect municipal contribution of \$216,000

The Town Board approved a contribution of \$216,000 for 2023.

Lauren noted the line items she amended from the previously approved budget –

- New part time librarian position for 20 hrs./week @ \$23/hour.
- Adjust library assistant hours to 6 mo. at 10 hrs/week and 6 mo. at part-time.
- Eliminate custodian line item (not used in 2022).
- Reduced book budget by \$400
- Reduced DVD's to \$250.
- Eliminate Librarian family insurance
- Eliminate special programs line item

Motion by Micaela to amend the 2023 Library Budget to a total of \$215,993, seconded by Lisa, all ayes. Motion Carried.

- B. Return \$50,000 from ARPA into General Operating Budget**
- C. Return \$30,000 from ARPA into General Designated fund**

Motion by Micaela to return \$50,000 from ARPA into General Operating Budget and return \$30,000 from ARPA into General Designated Fund, seconded by Keith, all ayes. Motion Carried.

- D. Determine amount and transfer money into the Scholarship Designated Fund from the General Designated Fund**
- E. Determine amount and transfer money into the Art Purchase Designated fund from the General Designated Fund.**

Lauren recommends transferring approximately 3% (\$1,162 rounded up to \$1,200) into the Art Purchase Award Designated Fund and approximately 5% (\$1,937 rounded up to \$2,000) into the Scholarship Designated Fund.

Motion by Micaela to transfer \$1,200 from the General Designated Fund to the Art Purchase Designated Fund and \$2,000 from the General Designated Fund to the Scholarship Designated Fund, seconded by Peggy, all ayes. Motion Carried.

VIII. Programs

A. Little Learners 2023 contract with Debbie Knopf

Lauren noted the donor that gave \$1,000 to extend the last contract is also planning to do so for this spring session. Lauren noted in the contract that if funds are not received from St. John's the extra 2 weeks will not take place.

Motion by Micaela to approve the Little Learners contract with Debbi Knopf, seconded by Lisa.

Keith asked in there have been any conversations with Bayfield School District, Lauren said she has written to Beth Papp, Superintendent. No resolution as of yet. Lauren noted there will only be 1 child next year and she is uncertain about funding.

All in favor, all ayes. Motion Carried.

IX. Personnel

Micaela recommended removing the wages from the job descriptions.

A. Review and Approve Part Time Head Librarian description and posting

Motion by Keith to approve the Part-Time Head Librarian job description and job posting, seconded by Peggy, all ayes. Motion Carried.

Lisa recommends extending the 1/8/23 deadline.

Motion by Keith to amend his previous motion to change the posting deadline to 4pm on Mon. 1/16/23, seconded by Peggy, all ayes. Motion Carried.

B. Review and Approve Winter Rec Director description and posting

Lauren stated the Winter Rec Director wages will be kept under \$2,200 because they are paid from the Winter Rec Designated Fund and that balance is \$2,500. This fund is funded with dividends from the Duluth Superior Fund which Lauren expects to be much lower than last year.

Lauren also said that Mt. Ashwaybay has now agreed that the La Pointe School students are part of the Bayfield School District and will receive free passes which we'll then only have to pay for adult passes.

Motion by Micaela to approve the Winter Rec Director job description and posting, seconded by Keith.

Discussion regarding expectations of evaluate in job description. Lauren is looking for data (qualitative and quantitative) as it will be valuable information for RPF and future programming.

All in favor, all ayes. Motion Carried.

X. Ongoing Projects

A. Library Community Center RFP

1. Discuss funding

Lauren spoke with the Otto Bremer Foundation and they are still reorganizing with no grant opportunities available. Lauren has another fund she is looking into and is hoping maybe the Friends of the Library or personal outreach might be another option.

B. Island Makerspace: create, innovate, elevate

Discussed in directors report.

C. Strategic Plan

Lauren will provide a 2022 summary at the next meeting.

XI. Future Agenda Items

Comprehensive plan update, strategic plan update, hiring, sound garden.

Adjourn:

Motion by Micaela to adjourn, seconded by Lisa, all ayes. Motion Carried. Meeting adjourned at 6:03 pm.

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

Minutes approved as presented 1/27/2023. Dorgene Goetsch, Clerical Assistant