

**REGULAR LIBRARY BOARD MEETING**  
**Tuesday January 24, 2023**  
**4:00 PM LIBRARY 2<sup>nd</sup> Floor/Zoom**  
**Minutes**

**Members present:** Lisa Potswald (chair), Micaela Montagne, Peggy Ross, Marilyn Hartig, Cynthia Mueller, Keith Ryskoski and Katie Sanders  
**Staff present:** Lauren Schuppe, Library Director  
**Public present:** Jane Vogt, Comprehensive Plan Steering Committee

The Madeline Island Library Board meeting was called to order by Lisa Potswald at 4 pm.

**I. Public Comment\* None**

**II. Town Comprehensive Plan Update**

**A. Jane Vogt**

Jane gave a recap of where the Comprehensive Plan Steering Committee is in the process of rewriting the Comprehensive Plan. She spoke about the holistic approach the committee is taking and how various groups might work together in the plan's success. A public hearing is scheduled for 3/29/23 to review the plan before going to the Town Board for final approval. Jane highlighted some of the specific feedback received (survey and forums) regarding the library, childcare and the idea of a community center.

**III. Minutes**

**A. Library Board Meeting December 20, 2022**

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

**IV. Vouchers**

**A. Sign Directors Timesheet**

Timesheets submitted for week ending 12/10/22, 12/24/22 and 1/7/23

Motion by Keith to approve the above timesheets, seconded by Peggy, all ayes except Katie and Cynthia who abstained (documents not reviewed). Motion Carried.

**B. Approve Bills**

Norvado	185.57
MIFL	713.00
Amazon	13.97
Card Member Services	1,523.97
+ DSPS Elevator Permit	51.00
Town of La Pointe	147.00
Rivistas	1,447.76
Madeline Sanitary District	102.00
New York Times	48.00
Bayfield Lumber	140.00

Motion by Micaela to approve the submitted vouchers, seconded by Peggy, all ayes except Katie and Cynthia who abstained (documents not reviewed). Motion Carried.

## **V. Directors Report**

- Duluth Superior Community Foundation dividend of \$6,216 received, (much more than anticipated) some to be used for winter rec; staff, activities and supplies.
- There were additional makerspace expenses for ferry (\$713 not anticipated) and \$140 for Bayfield Lumber to handle a delivery. This will come out of general designated funds.
- Lauren has been working on RFP funding which will be discussed later.
- The makerspace roll-out timeline has been pushed back as all equipment has not been received. Lauren plans to do a Saturday open house for the public. She will be cataloging all equipment beforehand.
- Lauren is still working with James Everest on a sound garden project using some of the Art Purchase Award money. She is looking at a possible collaboration with Louise Erdrich (Birchbark Houses author and island home owner).
- Interviews are complete for the part-time Librarian position and Lauren is excited to recommend Micaela for the position!!

## **VI. Personnel**

### **A. Hire Micaela Montagne for part-time Librarian**

- Micaela recuses herself from the meeting.
- Lauren stated there were 10 people who applied, 8 applications were complete and 5 people were interviewed. The interview panel was Lauren, Lisa Potswald and Lila Gerten (local island resident). Micaela will learn all aspects of the job but will focus on the makerspace and adult programming. Because Micaela is also an elected official, the Townspeople have to approve her wage at a public meeting. Lauren plans on Micaela starting on Mon. 1/30/23.

Motion by Peggy to hire Micaela Montagne for part-time Librarian, seconded by Cynthia, all ayes. Motion Carried.

Micaela is no longer a member of the Library Board and leaves the meeting.

### **B. Hire Marie Iannazzo for Winter Recreation Director**

Lauren stated that this position is budgeted for 7 hrs. per week and Marie will focus on yoga and teen/adult movie nights.

Motion by Peggy to hire Marie Iannazzo for Winter Recreation Director at \$20.00 per hour from 1/24/23 – 5/31/23, seconded by Katie, all ayes. Motion Carries.

### **C. Approve Summer Rec Director I description and posting**

- Discussion on post-secondary education requirements on both director positions. Consensus to change both job descriptions and postings to post-secondary education preferred but not required.

- Cynthia noted some grammatical/spelling errors, Lauren will correct.

Motion by Peggy to approve the Summer Rec Director I description and posting at \$20/hour from 6/1/23 – 9/5/23 with modifications as discussed earlier, seconded by Marilyn, all ayes. Motion Carried.

**D. Approve Summer Rec Director II description and posting**

Motion by Peggy to approve the Summer Rec Director II description and posting at \$20/hour from 6/1/23 – 9/5/23 with modifications as discussed earlier, seconded by Katie, all ayes. Motion Carried.

**E. Approve Summer Rec Assistant description and posting**

Cynthia noted that substitute should be removed and the work schedules should be consistent throughout. Lauren will correct and the schedule will be updated to M-F 8am – 3pm.

Motion by Cynthia to approve the Summer Rec Assistant description and posting at \$18/hour from 6/1/23 – 9/5/23 with modifications as discussed, seconded by Keith, all ayes. Motion Carried.

**VII. Financial**

Lisa asked if everyone reviewed the draft reports from Barb. Katie and Cynthia have not. Lisa noted they were just drafts and if anyone had questions, they should speak with Lauren.

**VIII. Library Board**

**A. Appoint new member to the Library Board**

- Discussion on the process of recruiting a new Library Board member.
- Katie noted that Lauren should not be recruiting board members as they are her direct supervisor.
- Library Board members should encourage members of the public to apply for the position once it has been posted.

Motion by Keith based on receiving a resignation letter from Micaela, that once received, the Clerical Assistant will post vacancy according to Library by-laws, seconded by Katie, all ayes. Motion Carried.

**X. Ongoing Projects**

**A. Library Community Center RFP**

**1. Discuss funding**

Now that the makerspace is coming along, Lauren plans to focus her time on looking for funding opportunities. She encourages board members to let her know if they see any grants that may work.

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

**1. Preview Day**

- Lauren will have an updated timeline/schedule at the next meeting.
- Tentative open house date will be 2/18/23.

- Lauren will have an article in the next Gazette highlighting the new makerspace.
- Lauren plans to have kids/community members suggest names for this new space and will have people vote to give it a name.

### **C. Strategic Plan**

Consensus to put on the May meeting agenda.

### **XI. Future Agenda Items**

Art Purchase Award, annual report approval, scholarship award, new board member, strategic plan (May)

### **Adjourn:**

Motion by Marilyn to adjourn, seconded by Keith, all ayes. Motion Carried. Meeting adjourned at 5:19 pm.

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

Minutes approved as presented 2/21/2023.