

**REGULAR LIBRARY BOARD MEETING**  
**Tuesday March 21, 2023**  
**5:00 PM LIBRARY 2<sup>nd</sup> Floor/Zoom**  
**Minutes**

**Members present:** Lisa Potswald (chair), Peggy Ross, Marilyn Hartig, Cynthia Mueller, Keith Ryskoski, Jane Vogt and Katie Sanders

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

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

**I. Public Comment**

Welcome new board member Jane Vogt.

**II. Minutes**

**A. Library Board Meeting February 21, 2023**

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

**III. Vouchers**

**A. Sign Directors Timesheet**

Timesheets submitted for week ending 2/18/23 and 3/4/23.

Cynthia asked Lauren about working more than 35 hrs. per week as budgeted. Lauren said she keeps close watch on her hours and they will balance out over the year.

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

**B. Approve Bills**

Norvado	185.63
Card Member Services	229.64
New York Times	96.00
Island Air	200.00
Junior Library Guild	220.68
Bayfield Ace Hardware	103.06
NWLS	6,141.35
MIFL	143.25
Bayfield Lumber	70.00

Lauren explained each of the bills with all purchases in the budget except for delivery of the makerspace table. This cost was outside of the grant and will be absorbed into the budget.

Katie asked if reports could be received more than 48 hrs. in advance of the meeting to give members time to review before the meeting. Lauren will discuss with Barb in Accounting and see about getting reports to the board the Friday before the meeting.

Motion by Peggy to approve the submitted vouchers, seconded by Marilyn, all ayes, except Katie who abstained. Motion Carried.

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

- Lauren would like to apply for 2 grants (\$5,000 for community center feasibility study and \$1,000 for makerspace materials) that are due in 2 weeks. Lauren will have the draft applications to the board by Mon. 3/26. The Library Board will meet on Fri. 3/31 at 9am to review and approve.
- Lauren sent materials to Jane and they are still working on a date to get together to further discuss.
- Lauren is starting to look at the Little Learners program this fall as there is only 1 child in the 3-4 yr. old age range. The Pace Woods grant, which funds this, is due 9/1.
- Lauren and Micaela are working on the summer makerspace schedule and highlight/demo days.

Peggy asked about reports needed for the DPI grant for the makerspace. Lauren stated the final report is due the end of May with no additional maintenance reporting required.

#### **V. Programs**

##### **A. Review and Approve contract with James Everest for Sound Garden Event May 2023**

Motion by Jane, to approve above the contract, seconded by Keith.

- Peggy asked if this was an ongoing project or just the weekend. Lauren stated that live aspects will be on Sat. and Sun. of Memorial weekend from 12-4. Other physical pieces created with/by community members will be made and left in the garden.
- Lauren stated this is all contingent on finding housing for James and his staff. Lauren has reached out to the music camp and some private rentals, but nothing set yet.
- Of the total contract, \$4,000 will come from the Art Purchase Award Fund and Lauren will be writing grants for the remainder of the cost.
- Discussion on specific wording in the contract.
- Jane had some questions regarding designated funds and budget discussion which Lauren answered.

All ayes. Motion Carried.

##### **B. Connie Ross Mentor Program presentation**

Lauren shared a letter received from Connie Ross. Lauren stated her position which is that she is willing to provide exterior support (as is done with other groups) on an individual request basis; however the library is not in a position to start/run a mentor program. Lauren saw a post from Connie on Facebook advertising the program and asked her to remove because it listed the library as a partner. Board members had a number of concerns including funding, program management and liability. It was agreed by consensus that the Library Board would not officially support or be a part of

this program effort. The library cannot and should not be used in advertising the program.

## **VI. Personnel**

- Lauren gave a background for each of the candidates. It was noted that Zach and Jami will be sharing the rec director II position.
- The amount budgeted for summer rec wages (\$27,192) will be supplemented by the Summer Rec Designated fund to cover all wages.

**A. Hire Mary Nienow for Summer Rec Director I**

**B. Hire Zach Whitaker for Summer Rec Director II**

**C. Hire Jami Hadler for Summer Rec Director II**

Motion by Lisa to hire Mary Nienow for \$20/hr. up to 500 hours, Zach Whitaker for \$20/hr. up to 200 hours and Jamie Hadler for \$20/hr. up to 300 hours, all with a start date of 5/19/23 and ending date of 9/9/23, seconded by Katie, all ayes. Motion Carried.

- Lauren noted that programming may be Tue. – Fri. to accommodate staff availability.
- Lauren still needs to hire for the assistant position and anticipates this will be shared by two people. Hiring for this position will be on the April agenda.
- Discussion on housing being needed for Mary which Lauren is working on. Big Bay Town Park may be an option, but then cost/fringe benefits would have to be discussed/approved.

## **VII. Ongoing Projects**

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

#### **1. Discuss focus of RFP**

- As noted in Lauren's directors report, she will be writing a grant to start a fund to pay for a RFP.
- Lauren mentioned the possibility of the Bell Street Tavern being available for community events and will be speaking with the owners to informally explore what the library's roll could be.

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

The first Makerspace open house is scheduled for Sat. 3/25/23 from 10am – Noon.

Lauren will take pictures to share with board members who are unable to attend.

### **C. Strategic Plan**

Will be on April agenda for discussion.

## **XI. Future Agenda Items**

Peggy asked about the status of the Friends of the Library. Lauren has been unable to get anyone to commit to formally set up this group but is still hopeful. She may look into just a volunteer group as a start. This will be put on ongoing projects.

Cynthia asked for meetings either as a group or individually with Lauren to understand each budget line item better. Lauren is willing to meet with members to answer questions at any time and suggested August as a time to have a special board meeting to discuss the next years budget in detail.

**Adjourn:**

Motion by Jane to adjourn, seconded by Katie, all ayes. Motion Carried.

Meeting adjourned at 6:19 pm.

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

Minutes approved as presented 4/20/23. D. Goetsch, Clerical Assistant