

REGULAR LIBRARY BOARD MEETING
Thursday April 20, 2023
5:00 PM LIBRARY 2nd Floor/Zoom
Minutes

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

II. Minutes

A. Library Board Meeting March 21, 2023

Motion by Katie to approve the above minutes as presented, seconded by Jane, all ayes. Motion Carried.

III. Vouchers

A. Sign Directors Timesheet

Timesheets submitted for week ending 3/18/23 and 4/1/23.

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

Lauren requested item V. D be moved to next on the agenda so if the contract is approved a voucher to Debbie Knopf can be approved with the bills.

Motion by Jane to move up item V. D. on the agenda, seconded by Katie, all ayes. Motion Carried.

V. Programs

D. Review and Approve Contract with Debbie Knopf for Spring Little Learners

No discussion.

Motion by Katie to approve the contract with Debbie Knopf for Spring Little Learners, seconded by Keith, all ayes. Motion Carried.

Motion by Jane to continue with agenda item III. B., seconded by Peggy, all ayes. Motion Carried.

B. Approve Bills

Napa	\$ 58.78
Elan Financial Services	13.66
Elan Financial Services	315.45
Debbie Knopf	\$5,975.00
MEI	450.60

MEI	\$1,351.82
ST's True Value	197.45
Madeline Sanitary	102.00
Midland Services	937.07
Norvado	185.53
New York Times	48.00
Eland Financial Services	38.13
Ace Hardware	7.99
Madeline Island Ferry	555.25

Lauren noted that only the first 3 (designated fund) vouchers were e-mailed to the Library Board in advance of today's meeting. Lauren went thru each voucher and answered questions.

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

IV. Directors Report

- Lauren is working on the final ARPA grant report due 5/31 and also the final grant reports for the flash mob and outdoor classroom from the Duluth Superior Foundation.
- Lauren will be applying for grants from the Island Association and La Pointe Center for the \$2,800 above the Library's funds for the Sound Garden project.
- Lauren has found potential housing for the Summer Rec Director I, once solidified, she will be asking for a special meeting the 2nd week of May to approve.
- Lauren and Micaela are working on marketing materials for the makerspace and sound garden event.
- Makerspace open hours will begin 5/1.
- Lauren is finalizing the summer rec programming schedule.

V. Programs

A. Review and Approve contract with Hippophile Farm for Summer Rec Programming

Katie asked about child first aid and or water safety requirements for all summer rec programming. Lauren stated with the rec staff there is always a certified lifeguard and CPR certified member with the kids. Samantha with Northwoods Forager is also CPR certified.

Motion by Katie to approve the Hippophile Farm contract, seconded by Jane, all ayes.
Motion Carried.

B. Review and Approve Contract with Northwoods Forager for Summer Rec Programming

No discussion.

Motion by Keith to approve the contract with Northwoods Forager, seconded by Katie, all ayes. Motion Carried.

C. Review and Approve Contract with Shaunna Heckman for Beatz with Girlz Workshop

Katie asked about a limit on participants. Lauren said it was 7 and she will add to the contract.

Motion by Katie to approve the contract with Shaunna Heckman for Beatz with Girlz, seconded by Peggy, all ayes. Motion Carried.

VI. Ongoing Projects

A. Library Community Center RFP

1. Discuss focus of RFP

- Lauren stated she had a discussion with an owner of Bell Street Tavern about the availability of the building. She spoke of her thoughts on collaborating with other organizations and committees and the benefits this space could provide.
- Discussion on the comprehension plan status and what a community center recommendation might be.
- Lauren reviewed the status of RFP funds; \$8,000 in grants have been applied for noting a \$10,000 contribution from the Library Designated Fund and the need for \$12,000 in additional fund raising for the \$30,000 goal.
- Lauren will send the draft RFP to Jane for her information.
- Consensus to keep the RFP on the ongoing projects list.

B. Island Makerspace: create, innovate, elevate

1. Approve Makerspace use policy

Katie recommended some grammatical edits. General discussion on materials and holding ID's for security deposit.

Jane asked about a Friend of the Library Group. General discussion on the status.

Motion by Jane to approve the makerspace use policy with Katie's recommended changes, seconded by Peggy, all ayes. Motion Carried.

C. Strategic Plan

1. Discuss timeline and process

Consensus to put on the next agenda to schedule a meeting in early June to discuss strategic plan strategies.

XI. Future Agenda Items

Strategic plan, makerspace use tracking

Adjourn:

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

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

Minutes approved as presented 5/16/23. D. Goetsch, Clerical Assistant