

REGULAR LIBRARY BOARD MEETING
Thursday September 28, 2023
5:00 PM LIBRARY 2nd Floor/Zoom
Minutes

Members present: Keith Ryskoski (President), Peggy Ross, Mary Whittaker, Kerrey Andreas, Beth Papp and Marilyn Hartig
Members absent: Katie Sanders
Staff present: Lauren Schuppe, Library Director

The Madeline Island Library Board meeting was called to order by Keith Ryskoski.

I. Public Comment – none

II. Board Members

A. Elect Library Board Vice President

Motion by Kieth to nominate Peggy Ross for Vice President, seconded by Marilyn, all ayes. Motion Carried.

III. Minutes

A. Regular Library Board Meeting August 15, 2023

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

Motion by Peggy to move agenda item IX. A. 1 to now, seconded by Mary, all ayes. Motion Carried.

IX. Ongoing Projects

A. Friend of the Library

1. Jane Vogt discussion

Jane Vogt and Helen Roland gave a presentation (with handouts) on the work done so far in creating a Library Circle of Friends (LCOF) group including proposed mission/objectives (assessing library needs and community interest, fundraising and organizing volunteers). They noted a 501c3 would not be needed if donations continue to be funneled through the Town.

Some projects they would like to start with are; Little Green Light software (donor/volunteer tracking), volunteers to keep up grounds, mobile hot spots project, curated collection program featuring local indigenous authors and bell tower observatory.

Their information handout included at list of potential members.

They did ask for a liaison from the Library Board and suggested Kerrey.

Timeline/next steps included; introduction of Circle of Friends in annual mailing, purchase of Little Green Light software (\$489/yr. would be purchased with a donation from the LCOF), formal Memorandum of Understanding, finalize details with Town which coincide with the Comprehensive Plan, volunteer group organization, welcome reception, summer event plans and end of year party.

Lauren will e-mail the handout to Library Board members.

IV. Vouchers

A. Sign Directors Timesheet

Timesheets submitted for week ending 8/19/23, 9/2/23 and 9/16/23.

B. Approve Bills

Norvado	\$ 185.25
Elan Financial Services	974.85
MI Yacht Club	150.30
NY Times	48.00
Wal-Mart	45.76
U Line	588.94
MEI	450.60
Bayfield Ace Hardware	8.25
MIFL	1,000.00
Northwoods Forager	2,100.00
Adventure Vacations	900.00
MIFL	245.00

Motion by Peggy to approve signing director's timesheets and pay bills as presented, seconded by Beth, all ayes. Motion Carried.

V. Directors Report

- Lauren's main focus has been on budgeting.
- Summer Rec billing will hopefully be done next week.
- Lauren has been looking into Rec Director education for herself as things were brought up on staff exit interviews that should be addressed. She has been looking at the concept of a year-round part-time rec director position to help the overall flow.

VI. Personnel

A. Approve Extension of Library Directors 80 unused vacation time hours to November 30, 2023

Lauren explained she has not used all of her 2023 vacation hours and they will expire on her anniversary date of 10/5/23 if the Library Board does not approve the extension.

Motion by Beth to approve the extension of Library Directors 80 unused vacation time hours to 11/30/23, seconded by Kerrey, all ayes. Motion Carried.

VII. Budget

A. Approve Capital Improvement Requests 2024

Lauren is asking for 2 capital improvement projects for next year; repair/replace wood shake roofs on the front and back of Library building and ADA compliant self-opening doors on the 2 side entrances.

Motin by Peggy to approve the roof repair and ADA doors capital improvement request for 2024, seconded by Beth, all ayes. Motion Carried.

B. Approve Library Budget 2024

- Lauren highlighted the following budget items;
 - Waiting on answers to how much Town Labor to include in budget, usually the Public Works and Clerical Assistants hours are in the budget, not sure if Accounting hours will be included in 2024.
 - Health insurance (Lauren's family plan) increased 27.3%.
 - Library aid wages adjusted to reflect 26 weeks at 25 hrs./week and 26 weeks at 10 hrs./week.
 - Librarian wages adjusted to reflect Seri at 25 hrs./week and Micaela at 15 hrs./week.
 - Cost of living wage increase Lauren figured at 4.2% (COLA = 3.2%, Lauren added 1% as last year's wages were increased 1% less than COLA).
 - Most budget activity in 2024 will happen in the designated funds.
 - Overall budget increase from 2023 is 4% mainly coming from insurance increase and cost of living wage increase.

Lauren stated the budgets are due to Michael Kuchta, Town Administrator by tomorrow and she will present/defend our budget with the Town Board at a budget workshop on 10/19. Some years there is a 2nd meeting to work out budget differences before the Town Board approves.

Motion by Beth to approve the 2024 budget as presented, seconded by Marilyn, all ayes. Motion carried.

VIII. Grants/Contracts

A. Approve Library as fiscal agent for La Pointe Parent Committee grant submission to DSCAF Grutzner Fund.

Lauren explained the La Pointe School used to have a 4th & 5th Grade yearly WI trip. This has not been done in years and the parent group would like to start this back up. The La Pointe Parent Committee is not a 501c3 so they need a fiscal agent to apply for this grant.

Motion by Beth to approve the Library as a fiscal agent for the La Pointe Parent Committee grant submission to DSCAF Grutzner Fund, seconded by Peggy, all ayes. Motion Carried.

B. Approve contract for Little Learners Fall 2023 with Deb Knopf

Lauren explained this contract is similar to years past with it being 1 week less than last year. There will be 3 kids attending this year.

Motion by Marilyn to approve the Little Learners Fall 2023 contract with Deb Knopf, seconded by Beth, all ayes. Motion Carried.

IX. Ongoing Projects

A. Friend of the Library

1. Jane Vogt discussion – discussed earlier

B. Library Community Center RFP

We are waiting for a recommendation from the Town Board (based on the Comprehensive Plan) as to whether this should be pursued. Lauren explained there is \$8,000 (received from grants) in a designated fund to do a feasibility study.

C. Island Makerspace: create, innovate, elevate

Lauren stated there has been an increase in use and the school kids come every Thursday to do library skills curriculum.

D. Strategic Plan – on hold until next year.

X. Future Agenda Items

Adjourn:

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

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

Minutes approved as presented 10/17/23. D. Goetsch, Clerical Assistant