

REGULAR LIBRARY BOARD MEETING
Thursday January 18, 2024
5:00 PM Meeting Zoom
Minutes

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

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

I. Public Comment

II. Minutes

A. Regular Library Board Meeting December 19, 2023

Motion by Kerrey to approve the above minutes as presented, seconded by Mary, all ayes. Motion Carried.

III. Financials

A. Sign Directors Timesheet

Timesheets submitted for weeks ending 12/26/23 and 1/6/24.

Motion by Peggy to approve signing director's timesheets, seconded by Mary, all ayes. Motion Carried.

B. Approve Bills

Elan Financial Services	\$ 705.92
Debbie Knopf	4,420.00
La Pointe School Committee	5,000.00
Madeline Sanitary District	102.00
New York Times	48.00
Norvado	185.25

Peggy asked about the La Pointe School Committee voucher. Lauren reminded everyone that the La Pointe School Committee applied for a grant for the 4th & 5th grade WI trip and because they are not eligible to receive a grant directly, the Library acted as their fiscal agent.

Motion by Mary to approve paying bills as presented, seconded by Kerrey, all ayes. Motion Carried.

C. Review and Approve General Designated Fund Contribution to Art Purchase Award Fund

Lauren noted that the reports which were distributed for the Designated Fund Balances are from 11/30/23, not year-end. Ehlers (Town’s accounting firm) is working on getting the year-end balances. The General Designated Fund balance as of 11/30/23 is \$43,001.

Lauren gave an overview of the Art Purchase Award explaining that up to 10% of the General Designated Fund (general donations received) balance can be transferred to the Art Purchase Award Fund annually which is typically used to purchase a piece of art from a local artist. This fund was used last year, as there were no responses to the call for art, to help support the Sound Garden project. Lauren recommended transferring the full 10%.

Motion by Peggy to transfer up to 10% of the 12/31/23 General Designated Fund balance to the Art Purchase Award Fund, seconded by Mary, all ayes. Motion Carried.

D. Review and Approve General Designated Fund Contribution to Library Scholarship Award Fund

Lauren gave an overview of the Library Scholarship Award explaining that just like the Art Purchase Award, up to 10% of the General Designated Fund balance can be transferred to the Library Scholarship Award Fund which is a \$1,000 continuing education grant for seniors or recent graduates (graduated in the past 2 years). The Library Scholarship Award Fund balance as of 11/30/23 is \$8,717. There are no seniors this year and Lauren is unaware of any interest from previous graduates.

Lauren recommends no transfer to this fund.

Motion by Peggy to not contribute to the Library Scholarship Fund for 2024, seconded by Kerrey, all ayes. Motion Carried.

E. Approve spring cycle of Duluth Superior Area Community Foundation (DCACF) grant cycle applications for Michael Madeline Grant and Grutzner Grant in support of the Sound Garden 2024

Lauren explained that she is seeking pre-approval to apply for a grant from DCACF if needed to fund the Sound Garden 2024 project. She is meeting with the FriendsCircle after this meeting to discuss logistics as to who will apply for the grant and where the funds will be placed.

Motion by Peggy to approve submitting an application to DCACF for the Sound Garden 2024 if needed, seconded by Mary, all ayes. Motion Carried.

IV. Ongoing Projects

A. FriendsCircle

1. Report from Board Liaison Kerrey Andreas

Kerrey reported the FriendsCircle has been finalizing an introduction letter to be mailed in February. They are also working on collecting Library history and funding goals.

Lauren is happy with the progress and enthusiasm of the group.

B. Library Community Center RFP

1. New from Comprehensive Plan Special Meeting

Lauren attended a special Town Board meeting on Tue. 1/16 regarding public input of the Comprehensive Plan which is scheduled to be voted on at the next Town Board meeting. She did let the Town Board know that the Library received grant money to do a feasibility study of a community center. She did not receive much feedback.

C. Island Makerspace: create, innovate, elevate

Lauren stated that everything is going well. She spoke of new advertising materials and a possible upgrade to the 3D printers to add features for adults.

D. Strategic Plan

Lauren met with Sarah Caruso and she is willing to facilitate the strategic planning process. She is looking for what we see as the scope of the plan and what planning style does the board want to use. Lauren is meeting with her again next week and is hoping to make a meeting schedule at the next Library Board meeting.

V. Directors Report

Everything in Lauren's reports was discussed within the agenda.

VI. Personnel

- Lauren stated these job descriptions are the same as last year except the hours are 5 days a week (last year was revised to 4 days because of staffing). Lauren is not sure if any staff from last year will be returning.
- Kerrey asked about the make-up of the 2 age groups. Lauren stated the age groups typically have been 4-6 yr. olds and 7-10 yr. olds.
- Lauren mentioned again her goal is to have a year-round part-time Rec Director to coordinate all activities and better utilize the resources we have.

A. Approve posting for Summer Recreation Director I

Motion by Peggy to approve the above posting, seconded by Kerrey, all ayes. Motion Carried.

B. Approve posting for Summer Recreation Director II

Motion by Mary to approve the above posting as corrected (5 days per week instead of 4), seconded by Peggy, all ayes. Motion Carried.

C. Approve posting for Summer Recreation Assistant

Motion by Kerrey to approve the above posting as corrected (5 days per week instead of 4), seconded by Mary, all ayes. Motion Carried.

VII. Future Agenda Items

Keith explained this is a place for board members to collectively ask for items to be discussed.

Adjourn:

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

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

Minutes approved as presented 2/20/23. D. Goetsch, Clerical Assistant