

**Library Board of Trustees- Discussion**

Library Conference Room

August 16, 2017

4:30 pm

**Present:** Daufeldt, Dew, Gradert, Gordon, Johnson, Moravec, Olson, Regennitter, Wojtecki

**Absent:** None

**Staff:** Benefiel, Bridgewater, P. Collins, Fiedler

**Friends Rep:** Nick Buonauro

**Guest:** None

**Call to Order:** President Daufeldt called the meeting to order at 4:31 p.m.

**Approval of Agenda:** Regennitter moved to accept the agenda as presented. Second by Wojtecki. All ayes.

Motion Carried

**Approval of Minutes:** Olson moved to approve the minutes as presented for June 21, 2017. Second by Gordon.

All ayes. Motion carried.

**Approval of Special Meeting Minutes:** Regennitter moved to accept the special meeting minutes as presented for August 7, 2017. Second by Olson. All ayes. Motion carried

**Ratify Bills for Payment:** Gradert moved to ratify the following bills for payment. Second by Gordon. All ayes. Motion carried:

7/7/17	\$48,023.27
7/21/17	\$4,506.54
8/4/17	\$20,740.71
8/18/17	\$14,807.85

**Citizens Speak:** None

**Staff Liason:** Benefiel reported that the library had ordered 200 eclipse glasses and gave them away to patrons. The glasses were gone faster than expected.

**Friend's Report:** Willits was not present to update but Buonauro acted in her place. Buonauro added the following: The upcoming Friends book sale will be happening September 15<sup>th</sup> and September 16<sup>th</sup> There will be a special preview sale Thursday, September 14<sup>th</sup> from 4:00-7:30 pm for members. The Friends are seeking volunteers to help out primarily on Wednesday the 13<sup>th</sup> and Saturday the 16<sup>th</sup>. The first donation they received was an entire garage full of books. Buonauro also discussed the Friends approval of requested funds for the LENA conference in Colorado on September 12-14<sup>th</sup>.

**Directors Report:** Collins reported on the following:

**By Laws and Policies-** Before moving into the new building, the by laws and policies will be redone. Collins will email more information soon.

**Rotary-** Betty Collins will talk on Monday, August 21<sup>st</sup> about children's programs. P. Collins will be giving tours of the new building on August 28<sup>th</sup>. The library is working on a new fundraising brochure to bring to both events. On September, 28<sup>th</sup> there will be an after hours Chamber meeting and tours of the new building. AtoZ databases will be there to demo their work.

**New Logo-** Collins showed some work-in-progress logos and asked the board if they had any concerns about the designs. Discussion followed. Collins will talk to the designer and move from there.

**Old Business-**

**Formal Approval to Buy Stage-** The stage will cost around \$900.00 after Sue Koershen's donation of \$10,000. Wojtecki motioned to approve the purchase of the stage. Second by Dew. All ayes. Motion Carried.

**Update on funding for New Building: Howe Letter and CAT Grant-** Collins reported that a letter has been sent out to the Howe's and they are waiting to see if a meeting will be scheduled. The CAT grant meeting went well and the library can go forward without hurting the grant. The architects are 95% ready with their plans. The library is hoping to be in the new building the 2<sup>nd</sup> quarter of 2018.

**16/17 Budget update-** Approximately \$43,000 will be transferred to the rollover fund. This can be used for the new building.

**New Business-**

**Slate of Officers-** Daufeldt will remain president, Wojtecki will now be the vice president, and Gordon will remain secretary. Regennitter moved to accept the updated slate of officers. Second by Moravec. All ayes. Motion Carried.

**Permission to Purchase Policy-** Anything over \$5,000 must have board approval to be purchased. Exceptions from this are material for the collection, print cartridges, programming, travel expenses, advertising, and large print jobs. Discussion followed. The policy needs to be reworded to include emergency exceptions and cannot be approved until then.

**Approve Retaining George Lawson as Library Consultant-** Lawson will help the transition into the new building run smoothly. The state has recommended Lawson to be an excellent consultant.. His fees will be \$11,650 and will be paid by the rollover funds. Gradert moved to accept Lawson as a Library Consultant. Second by Johnson. Seven ayes. One opposed. Motion Carried.

**Community Foundation-** It was suggested that the library work through an endowment fund instead of the Community Foundation for the pass through. People will be able to write a check to the Library Building Fund and feel more comfortable donating this way. Regennitter moved to accept the endowment fund in place of the Community Foundation. Second by Dew. All Ayes. Motion Carried.

Regennitter moved to adjourn the meeting adjourned at 5:51 pm. Second by Dew.

The next meeting of the Library Board of Trustees will be Wednesday September 20, 2017 at 4:30 pm.

