

Black Earth Public Library Board Meeting 09/17/2024 - ZOOM

1. Call to order
 - a. 7:03pm
2. Roll call of members
 - a. Schuetz, Helmenstine, Wittenwyler, Ederer,
 - b. Koenig (Friends) in attendance
3. Proof of posting
4. Adoption/amendment of agenda
 - a. Schuetz motions to adopt, Helmenstine Seconds
 - i. Motions Passed
5. Public comment
6. Reading and approval of minutes from 8/27
 - a. Wittenwyler: Number 9 – Wittenwyler inquired that the credit card transactions were reviewed and Schuetz confirmed.
 - b. Wittenwyler motions to approve, Helmenstine seconds.
 - i. Motion Passed
7. Friends of the Library update
 - a. Koenig reports that the Friends will be purchasing a service, contingent on a successful trial session, to track their donor database and the activity of their donors.
 - b. Friends will change its Annual Membership Drive to October to align with the national “Friends of the Library” week. Will send out mailers.
 - c. Art sale on November 15th-December 6th this year. There will also be business raffle baskets this year.
8. Village update (Helmenstine)
 - a. Library Board should not expect to have a Village Clerk hired until after the general election.
 - b. Budget season beginning in October
 - c. Plan
 - i. Schuetz asked about the definitions of “Short/Medium/Long” term for the plan.
 - ii. Village budget season will begin in October.
 - iii. Helmenstine said: Short is immediate/this year, Medium is 2-4 years, and Long is 5-10 years. Scheutz stated that he believes “Long Term Goal” is reasonable.
9. Treasurer’s Report (Schuetz)
 - a. No significant changes to normal procedures. Several grants came in: \$500.00 for the Spice of the Month/Author Fair grants; Summer library donation from Friends.
 - b. Schuetz motioned to approve, Helmenstine Seconded

i. Motion Passed

10. Action on bills

- a. Schuetz reports that the bills generally match expectations.
- b. The Hoopla bill is still on the higher end of the payments we have made. The new service changes went into effect on Sunday.
 - i. Wittenwyler asked about feedback from patrons on the service. Anderson reports that there was none that she had heard of.
- c. Schuetz motions to approve payment of the bills, Wittenwyler seconds.
 - i. Motion Passed.

11. Discussion/Action on library director resignation

- a. Anderson's last day will be October 4th. Bailey has been training Kirsten to take over duties in her absence as well as other delegation as necessary.
- b. Anderson expressed her gratitude and love for the BEPL & BE community.
- c. Schuetz motions to approve the resignation, Ederer seconds
- d. Wittenwyler asks if we could discuss this in number
- e. Helmenstine asks Anderson's thoughts about the Budget process.
 - i. Anderson said that Helmenstine could be delegated that responsibility since he will be in those discussions. Helmenstine stated he is willing to do so as long as the other board members are okay with it.
 - ii. Schuetz states he is okay with that, but believes Kirsten Rogers should be included in those discussions as much as possible because of her library expertise.
- f. Wittenwyler asked if there will be an exit interview with Anderson.
 - i. Schuetz asked if Anderson would be open to that. Anderson is open to this, but will ask the library consultant for advice on the process. Schuetz stated he would appreciate further guidance on what type of interview questions are most appropriate.
- g. Schuetz stated that the board should prepare to compensate Rogers for enhanced duties during the interim period, and that the board may need a special meeting to address this.
 - i. Helmenstine asked if the board needs to officially appoint Rogers as the interim director. Anderson and Schuetz said yes.
 - ii. Wittenwyler asked if Rogers is willing to serve as the interim director. Anderson stated that she is per conversations.
- h. Schuetz states that Anderson requested that he MC the Author Fair event. Schuetz states he believes another board member could take that responsibility.
- i. Schuetz asked if Anderson had any other items to mention. Anderson reiterated her thanks for the community.
- j. Wittenwyler asked if the library board is able to counter offer. Schuetz states he was unsure what is possible especially with budget constraints. Wittenwyler stated

that the exit interview will be critical to understanding Anderson's reasons for departure.

- k. Schuetz calls the vote on the motion.
 - i. Motion Passed

12. Discussion/Action on Thanksgiving weekend

- a. In the past years BEPL has been closed the Friday and Saturday after thanksgiving. Staff are aware this would be unpaid time. Anderson is recommending doing this again. They are typically slow days.
- b. Special closure dates would be 11/29th and 11/30th.
- c. Schuetz asked if any staff take vacation time during these days even take vacation for these days. Anderson reported that many staff members do take vacation time.
- d. Schuetz moves to approve the special closures, Seconded by Wittenwyler
 - i. Motion Passed.

13. Discussion/Action on 2025 budget draft

- a. Anderson began presenting the draft.
- b. The current draft does not have Health Insurance or Retirement increase estimates. The Dane County reimbursement increased substantially. Those increases went to priority areas such as a new copier, resources for staff, and continuing education.
- c. Schuetz asked which value on the spreadsheet was the ask from the village for funding. The \$157K was the ask whereas the \$229K budget for 2024.
- d. Helmenstine clarified that the total budget & ask from the village will increase by around \$10K once the Health Insurance and Retirement will be.
- e. Wittenwyler asked about the notes on the spreadsheet. Anderson responded that they were from last year's working budget as a historical record.
- f. Wittenwyler asked if the employee wages are high enough for competitiveness. Anderson reported about the increase in wages last year. Helmenstine responded with other institutions
- g. Schuetz discusses the new director's salary. Stated that keeping the director's salary position stable could boost other wages.
- h. Wittenwyler stated that the reimbursement the library receives is substantial and can be used as a reason to discuss why the library staff deserve adequate compensation.
 - i. Schuetz stated that another column could be created for wage increases that targets certain positions to bring greater parity to other public meetings.
- i. Wittenwyler asked about including a "professional services" line item for ensuring the budget incorporates outside expertise.
 - i. Anderson states that SCLS has many such service available to the library as part of our membership. It is hard to include other items (such as

architectural services) because they are usually not recurring and quite large.

- ii. Schuetz stated that many services that we have been paying for out of the SCLS investment fund are in furtherance of an expansion, which the fund was established for.
- j. Ederer stated that she is skeptical that a qualified individual will apply for our director position. Asked what the recourse is if the position is not filled
 - i. Schuetz stated that last time 8 to 9 applicants and 3 of them were seriously considered.
 - ii. Anderson stated that the prior offered salary would not attract applicants. However, if we were to offer a range that included the current director's salary then we would get applicants.
- k. Schuetz asked if Anderson will be able to produce a final budget estimate for the village by October.
 - i. Anderson stated that it is achievable.

14. Discussion/Action on strategic plan

- a. Anderson presented the updated draft "goals, objectives, and actions" worksheet.
- b. Goal #4 included: Fiscal Responsibility with details.
 - i. Helmenstine thanked Anderson for including this goal. It is still a positive goal that will champion the library's services.
 - ii. Schuetz asked about the term "major grant". Would like for Anderson to add some detail to that bit.
- c. Helmenstine asked how the board can make this plan achievable with a new director coming in.
 - i. Anderson edited the dates for some objectives to allow for the onboarding time. In general the objectives should still be achievable within a 5 year period.
 - ii. Schuetz stated that the library board can update the strategic plan if necessary. Asked to ensure that the board has policy or plan language to allow the board to change the plan with proper notice.
- d. Schuetz asked if any of the goals or objectives are out of the range of what a new director would be willing to take on.
 - i. Anderson stated that she believes the plan is within bounds and reasonable.
- e. Helmenstine asked when this plan can be finalized so as to show potential applicants to the director role that this board is active and engaged.
 - i. Wittenwyler asked if we can also include "adopted" dates

- 15. Consideration/motion to enter into closed session pursuant to Wis. Stats. 19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or

16. exercises responsibility (Library Director review) (Roll call vote): at 8:45pm
 - Helmenstine motions to enter, Schuetz seconds
 - Schuetz: Yes; Wittenwyler: Yes; Helmenstine: Yes; Ederer: Yes
17. Consideration/motion to arise from closed session:
 - a. Arose from closed session at 9:28pm
18. Consideration/motion on action from closed session
 - a. Schuetz motioned to approve the director's review with edits, Helmenstine seconds
 - i. Motion Passed
19. Director's Report (Anderson)
 - a. Anderson delivered the director's report.
 - b. Schuetz motions to approve the report. Helmenstine seconds
 - i. Motion Passed
20. Future agenda items
 - a. Potential exit interview
 - b. Interim director wages
 - c. Finalize the strategic plan
 - d. Board structure and leadership
 - e. Formation of in-depth bill summary
21. Next meeting
 - a. Potential special meeting TBD
 - b. Next regular on October 15th.
22. Adjournment
 - a. Helmenstine moves to adjourn with thanks and gratitude to director Anderson. Schuetz seconds. Wittenwyler Thirds. Ederer Fourths.
 - i. Motion Passed.
 - ii. Adjourned at 9:40pm.