

BLACK EARTH PUBLIC LIBRARY – Regular Meeting 10/15/2024

1210 MILLS STREET, BLACK EARTH, WI 53515 – Zoom Meeting

1. Call to order

- a. Called to order at 7:02pm

2. Roll call of members

- a. Schuetz, Wittenwyler, Helmenstine.
- b. Ederer absent; One vacancy
- c. Rogers also present

3. Proof of posting

- a. Schuetz confirmed the posting.

4. Adoption/amendment of agenda

- a. Wittenwyler motions to approve the agenda; Helmenstine seconds.
- b. Motion passes

5. Public comment

- a. No members of the public present.

6. Reading and approval of minutes from 9/17, 9/23

- a. Helmenstine motions to approve the minutes from 9/17 and 9/23. Schuetz seconds.
- b. Motion passes

7. Friends of the Library update

- a. No representative present. Rogers states that the next meeting of the friends is October 23rd.
- b. November 15th-December 6th confirmed for the silent art auction.

8. Village update (Helmenstine)

- a. Helmenstine reported that the Board has not yet met for the budget workshop but will likely have one soon. It is not yet scheduled.
- b. Helmenstine reported that the Village Board has made an offer to a clerk/treasurer candidate and should know by the end of the week if it has been accepted.

9. Treasurer's Report (Schuetz)

- a. Schuetz discussed the report. The financials are largely similar to what the library has seen over the past few months.
- b. Helmenstine asked about the process for record keeping of credit card bank statements and other receipts for storage for audits.
- c. Schuetz and Rogers discussed the current process that is followed by the BEPL Board and Director to ensure that the village office has the necessary records.
- d. Schuetz also discussed how the BEPL Board discerns between municipally funded payments and donation funded payments.
 - i. Wittenwyler asked how the determination for the payment is made.

- ii. Schuetz responded that those decisions are under the authority of the Director.
- e. Schuetz also discussed that the board could move back to in-person meetings so that members can see the underlying information. Wittenwyler discussed the importance of dual control to ensure the financial are confirmed to be appropriate
- f. Rogers reported that usually the Treasurer's report usually includes YTD figures for the budget lines. This has not been
- g. Helmenstine Motions to approve the Treasurer's report. Schuetz Seconds.
- h. Motion Passes

10. Action on bills

- a. Schuetz presented the Bills.
- b. Wittenwyler
- c. Schuetz motions to approve the vouchers as presented. Wittenwyler seconds.

11. Discussion/Action on strategic plan

- a. Shawn is still working on the final draft. Was pulled away so could not have ready for today's meeting. The Final Draft Plan text will be ready for review in November.
- b. The reviewed and Full Final Draft Plan will be ready to be approved in December.
- c. Schuetz asked if Shawn could answer further questions if board members

12. Discussion/Action on library director hiring update

- a. Rogers reported that there are already two applicants. Reminded the Board that the application deadline is Sunday October 27th at 5pm.
- b. Wittenwyler asked when the Board will have access to the resumes. Rogers stated that the Board will have access after the application deadline.
- c. Wittenwyler asked whether there has been further community feedback.
- d. Rogers posed that the Board should discuss the situation in which it would want to extend the deadline
 - i. Schuetz stated that he believes the Board should honor the original deadline. Candidates that do apply in the time period should have their day of consideration by the board.
 - ii. Rogers stated her concerns that there would not be a large enough pool and the implications of this.
 - iii. The Board discussed next steps for the process considering the size of the potential application pool.
 - iv. Schuetz asked Rogers to check with SCLS to see what the process is for Board resume access before the applications deadline.
 - v. Schuetz proposed the Board hold a special meeting on Monday, October 28th at 5pm to discuss the pool of applicants.
 - 1. Rogers stated that the meeting would be a closed session meeting.

2. Wittenwyler asked if the board will have the ability to discuss the job description and salary range at that meeting. Schuetz stated that the meeting could be noticed properly to allow for that.

13. Discussion/Action on budget 2025

- a. Wittenwyler discussed the county reimbursement, and how it is presented in the budget. Wittenwyler believes that it should be emphasized as a way the library brings in revenue to the village.
- b. Schuetz and Rogers discussed how the county reimbursements operate.
- c. Helmenstine recalled his conversation he had with Anderson (prior director)
- d. Wittenwyler discussed how she believes increases in the County reimbursements should be treated as revenues that can be reinvested into the library's successful programs. This could bring more revenue.
- e. Wittenwyler proposes library budget have an added general ledger line for professional services such as for grant writing that would be at the discretion of the library director following current expenditure limits.
- f. Schuetz, Helmenstine, Wittenwyler, and Rogers discussed the budget process and ways to increase understanding of how the County reimbursement.
- g. No action taken.

14. Director's Report (Rogers)

- a. Rogers delivered the director's report.
- b. Schuetz moves to approve the Director's report. Wittenwyler Seconds.
- c. Motion Passes.

15. Future agenda items

- a. **Review and Discussion of the Treasurer's Report Information**
- b. **Review and Discussion of the Year to Date Budget Spreadsheet**
- c. **Discussion of the Flexible Facilities Grant scoring**
- d. **Facility Expansion Project Management**

16. Next meeting

- a. Special Meeting October 28th at 5pm.
- b. Regular Meeting November 19th at 7pm.

17. Adjournment

- a. Helmenstine moves to adjourn. Schuetz seconds.
- b. Motion passes.