

Augusta Memorial Public Library Board Meeting Minutes
Monday, Jan. 22, 2024, 5:30 pm

Meeting called to order at 5:31 pm by Bunny Turner

Present: Rebecca White Body, Polina Kudelina, Carrie Amo, Bruce Stabenow, Bunny Turner, Barb Johnson

Also present: Leslie LaRose

Absent: Brenda Pettis

Quorum Present

Open Meeting Law Compliant

Agenda Approved : Motion made by Bruce, seconded by Barb

Minutes from Dec. 18, 2023 Approved: Motion made by Bunny, seconded by Bruce

Financial report:

1. Leslie is still waiting for invoices from some end-of-year purchases, but all should be finalized by the end of the week.
2. There was about \$6000 left in the Library budget at the end of 2023.
3. There haven't been any expenditures yet in 2024 other than payroll because utility bills haven't yet arrived.
4. The Board acknowledged this report.

Director's report:

1. The Board will discuss a new Strategic Plan for the Library later in the meeting. Leslie has a copy of the current one. She recommends that an ad hoc committee consisting of seven members, including one Board member, be formed to work on the new Strategic Plan.
2. The City of Augusta has changed its PTO policy, so it will now pay employees for unused hours. The Board will discuss how this affects library staff later in the meeting.
3. The Wisconsin Library Association added a web page to track bills that affect libraries.
4. Leslie will be working from home and working evening shifts so she can complete her professional development requirements.
5. The Board acknowledged this report.

Friends of the Library report

1. The Friends had two meetings since the last Library Board meeting.
2. They moved some funds into a CD.
3. They heard complaints about access to the microfilm reader. There's interest in using it, but Leslie has discouraged its use because of its age, decrepit condition, and hard to access location.
4. They allocated money for Library programming.
5. They've mailed thank you cards to the donors from their letter campaign, but they would also like to acknowledge the donors with a banner.
6. They allocated funds to the historical society for author talks.
7. They'll be setting up activities for patrons in the Library.

New business

Strategic Plan

1. Leslie shared the 2020-24 Strategic Plan.
2. It had four goals and objectives that were similar to those in the previous plan. Many of them were postponed due to the COVID lockdown.
3. The Library still has progress to make on its goal of improving access. The ramp needs repair, and patrons complain that the doors are too heavy.
 - a. The committee working on grants will look for funding opportunities to address these issues.
 - b. The ramp can't be replaced because a new one wouldn't meet ADA requirements due to the building configuration.
 - c. Bruce offered to contact someone from Lamperts to see if the Library could get an estimate on replacing the doors.
4. The Library had held at least two community input meetings and sent surveys out in order to get feedback on the previous Strategic Plan, but there was little response.
5. An ad hoc committee of seven people, including one Board member, will be formed. Library bylaws state that members will be appointed by the Board President. The committee would meet at least 4-5 times over the next six months and develop a new Strategic Plan for Board approval by the autumn of 2024.
6. The new Strategic Plan could include goals that were stalled by COVID lockdowns.
7. Leslie will publicize the opportunity for volunteers to serve on the committee via social media, the Library website, etc.
8. Carrie offered to serve on the ad hoc committee if grant writing doesn't prove to be too time-consuming.

PTO

1. Leslie asked the Board to allow her to roll over her approximately 120 accumulated PTO hours.
2. The Library could adopt the City's policy of allowing payouts for unused hours. It would need to amend the Personnel Policy to do so. Any changes would go into effect in 2025. Leslie will bring the wording for the City's PTO policy to the next Board meeting.
3. Carrie motioned to allow Leslie to roll over her PTO hours, Bunny seconded, all approved.
4. The Board recommends that the Library's Personal Policy be revisited.

Budget

1. The City's auditor said that unused money from the previous year can be earmarked for a specific purpose if it's approved by the City Council. It's too late for the Library to get approval to use its remaining \$6000 from 2023, so the money will roll back to the City.
2. The Board suggested using this return of funds to show the City that the Library is fiscally responsible and is operating in good faith.
3. The City could use the money to address some of the Library building's infrastructure needs, which are the City's responsibility.

Matching funds donation

1. The Library received a \$10,000 donation from the Paddocks to be used for digitizing the Library's microfilm collection. The total cost of the project is about \$20,000. The Friends of the Library will contribute directly and fundraise to generate the other \$10,000.
2. Once digitized, the microfilm collection will be searchable online.

Meeting adjourned at 6:55 pm.

Minutes taken and typed by Rebecca White Body