



CALL TO ORDER: 6:00 p.m.

Present: Trustees Joe Filapek, Paul LaTour, Matthew Orr, Melinda Riddick, Suzanne Stegeman

Absent: Kristina Plonczynski

Vacancy: One

Also present were Executive Director Michaela Haberkern, Deputy Director Tom Spicer, Finance Manager Mark Salem, Director of Neighborhood Services Heather Sturm, Human Resources Director Brenda Blough, Administrative Assistant Kim Gautschi

ADDITIONS/CHANGES TO THE AGENDA: None

MINUTES OF THE MAY 24, 2023, BOARD MEETING:

Suzanne Stegeman moved, seconded by Matthew Orr, the board approved the minutes of the May 24, 2023, board meeting.

All in Favor

Absent: Katrina Plonczynski

Motion carried

BOARD MEETING 5-24-2023 MINUTES APPROVED

MINUTES OF THE MAY 31, 2023, SPECIAL BOARD MEETING:

Paul LaTour moved, seconded by Matthew Orr, the board approved the minutes of the May 31, 2023, special board meeting.

All in Favor

Absent: None

Motion carried

SPECIAL BOARD MEETING 5-31-2023 MINUTES

APPROVED

Katrina Plonczynski arrived at 6:04 p.m.

EXECUTIVE DIRECTOR'S REPORT:

Michaela Haberkern advised the board that the security service selected in April withdrew its proposal. The library will continue with its current provider for now and will reevaluate in one year. Michaela also noted that the Bookmobile has been out of service and that Outreach Services is using the Mini B to connect the community with materials. The new Bookmobile should be delivered at the end of the August.

BUILDINGS AND GROUNDS/FINANCE COMMITTEE JOINT MEETING REPORT:

Suzanne Stegeman reported the Buildings and Grounds Committee and the Finance Committee met jointly on May 30, 2023, to discuss renovation costs, the facilities assessment and the costs associated with that, and how the library will cover those costs. Rick McCarthy and Ryan LeFave of StudioGC joined the committee to review the master plan and facilities assessment and those cost, and Jamie Rachlin of Meristem Advisors talked about his budget projections and different options for funding these projects. Further discussion was deferred to New Business.

FINANCE COMMITTEE MEETING REPORT: Melinda Riddick reported the Finance Committee met June 20, 2023, to discuss the first draft of the tentative Budget and Appropriations Ordinance and the Certified Estimate of Revenues. The committee discussed expectations of where the operating reserve would be at the end of the fiscal year. The committee also talked about the plan for renovations and how to manage those costs. Further discussion was deferred to New Business.

PUBLIC COMMENTS: None

NEW BUSINESS:

Approval of May-June Bills

Finance Manager Mark Salem updated the board with an overview of the library's current financial position and expenditures, revenue, and investments. Mark confirmed the May 2023 and June 2023 bills/expenses and provided answers to the library board's questions.

Suzanne Stegeman moved, seconded by Paul LaTour to approve the monthly expenditures as listed on the Authorization Sheet for the period May 25, 2023, to June 15, 2023, in the amount of \$1,242,737.69.

Roll call on motion:

Yes: Filapek, LaTour, Orr, Plonczynski, Riddick, Stegeman

No: None

Abstain: None

Absent: None

Vacancy: One

Motion carried

PAYMENT OF BILLS 5-25-23 TO 6-15-23 APPROVED

Facilities Report and Master Plan Review of Costs and Budget Projections

Pat Callahan from Studio GC reviewed the master plan and facilities report. Jamie Rachlin of Meristem Advisor presented budget projections and options for funding facilities improvements. The board discussed project timing and next steps with the consultants.

Ordinance Amending Purpose of the Special Reserve

Matthew Orr moved, seconded by Melinda Riddick to approve the Ordinance Amending Purpose of the Special Reserve as presented.

Roll call on motion:

Yes: Filapek, LaTour, Orr, Plonczynski, Riddick, Stegeman

No: None

Abstain: None

Absent: None

Vacancy: One

Motion carried

ORDINANCE AMENDING PURPOSE OF THE SPECIAL RESERVE APPROVED AS PRESENTED

Phone Bank Update

Eric Battaglia, Senior Manager of Adult Services spoke to the board regarding the library's phone bank, including how the service began and how changing the way staff handle phone calls has changed the way in-person interactions are managed.

Committee Appointments

President Joe Filapek appointed chairs and committee members:

Building and Grounds: Suzanne Stegeman (chair), Matthew Orr, Melinda Riddick

Finance: Melinda Riddick (chair), Joe Filapek, Paul LaTour

Policy and Personnel: Paul LaTour (chair), Matthew Orr, Katrina Plonczynski

Board Vacancy

Jared Laesch’s resignation created a vacancy on the board. The board discussed options for filling that vacancy. In this instance, the board agreed that the best course of action was to approach Kevin O’Neill, who was a write-in candidate at the last election. The board directed Michaela to contact Mr. O’Neill to ask his interest in serving on the board.

FY24 Working Budget

Michaela Haberkern reviewed the Finance Committee’s discussion of the FY24 Working Budget. The committee recommends the board approve the FY24 Working Budget.

Suzanne Stegeman moved, seconded by Katrina Plonczynski to approve the FY24 Working Budget as presented.

Roll call on motion:

Yes: Filapek, LaTour, Orr, Plonczynski, Riddick, Stegeman

No: None

Abstain: None

Absent: None

Vacancy: One

Motion carried

FY24 WORKING BUDGET APPROVED AS PRESENTED

Financial Ordinance Calendar

Michaela Haberkern reviewed the Financial Ordinance Calendar with the board. It lays out the timeline for enacting financial ordinances during the calendar year.

Matthew Orr moved, seconded by Melinda Riddick to approve the FY24 Financial Ordinance Calendar as presented.

Roll call on motion:

Yes: Filapek, LaTour, Orr, Plonczynski, Riddick, Stegeman

No: None

Abstain: None

Absent: None

Vacancy: One

Motion carried

FY24 FINANCIAL ORDINANCE CALENDAR APPROVED AS

PRESENTED

ADJOURNMENT

Katrina Plonczynski moved, seconded by Matthew Orr, the board voted unanimously to adjourn at 7:54 p.m.

All in favor

Motion carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**

Secretary, Board of Trustees