

W.J. Niederkorn Library
Library Board Meeting
Minutes
Friday, October 15, 2021, 8:30 AM
W.J. Niederkorn Library Community Room

1. Roll call: Justin Ritter, Pat Tearney, Tom Hudson, Nikki Nelson, and Joanna Bannon. Also attending: Library Director Tom Carson, Assistant Library Director Rosalia Slawson, President of the Friends of the Library Kathleen Schilz, and Vice President of the Friends of the Library Diane Burkhalter. Not present: Hannah Cassidy

Meeting was called to order at 8:32am by Board President Justin Ritter.

2. Introduction of new Library Board member: Joanna Bannon, representative from School District, principal at Dunwiddie Elementary School.

3. No correspondence.

4. No public comment.

5. Approval of minutes: Hudson made a motion to accept the August 2021 minutes (no Sept meeting), Nelson seconded. Passed.

6. Approval of schedule of invoices: Carson explains that our biggest materials vendor, Baker & Taylor, changed how they were sending invoices last year-- sending them inside boxes with products instead of as separate bills, which he was unaware of. We need to back pay them \$3-4,000 from 2020. We are also still working with them to setup pre-processed materials (begin sometime in 2022). Carson is a little concerned about the increase in gas costs from WE Energies. We may need to ask the City for more funds for this. We had several calls in with Bassett Mechanical; AC issue is currently working again. Bat situation, too; one was inside the library and caught by wildlife control in the Quiet Room. Hudson made a motion to accept the schedule of invoices for Aug and Sept 2021. Nelson seconded. Passed.

7. Approval of revenue and expense report: Carson says we're over for this year, but City Administrator and Finance know this because they didn't give us the right amount for this year (because of carry-over from last year). Health insurance - Carson is still getting two different answers on this; hopefully he will have an answer soon. Tearney made a motion to accept the revenue and expense reports for Aug and Sept 2021. Nelson seconded. Passed.

8. New Monarch Library System Director – Carson wanted to give the Board the new Director's bio but didn't receive a copy from the system yet. New Director's name is Riti Grover. She did not leave on good terms with her last place of employment (smaller town in Michigan). We will see how it goes with Monarch. The Monarch Library System Board makes the hiring decision. Board members are from the four Monarch counties: Ozaukee, Sheboygan, Washington, and Dodge.

9. Budget 2022: Carson reports we didn't need to cut for 2022. City Administrator wants to give us more funding for the collection. City Budget meeting for our Library Department is on Mon, Oct 18 @ 9:15am at City Hall (lower level room).

a. Carson reports that he attended the City Department Head meeting with a finance consultant. There is a large city debt but not enough revenue to pay it. By law we are limited as the library with what we

can charge for. Public library design isn't to raise revenue. Library Foundation and Friends of the Library are sources of funding.

10. Roof Repair: City Council has to vote on it on Oct 19. Library will have to use some 2020 carry-over money. The estimate for the small flat roof repair was \$38-43,000 that we asked the City for, but actual cost is \$63,000. We will pay the difference. Hopefully this project will begin within a couple of weeks.

11. American Rescue Plan Act (ARPA) for Wisconsin Libraries: Grant opportunity; overseen by DPI. Three categories to apply for with minimum funding of \$50,000. Carson says this may be a once in a lifetime opportunity. His first idea is 'Operation Outreach.' Asking for funds to purchase a van to use for library outreach at farmer's markets, schools, etc. and make deliveries of materials to patrons. It could also serve as a WiFi hotspot during emergencies. Second idea is updating technology in the Community Room. Third idea (Slawson's) is 'going green' related with water bottle refilling stations, outdoor table by pollinator garden, charging stations for patron devices, and more.

12. W.J. Niederkorn Library Foundation: Carson sent the info to the Board. Schilz asks for a copy to be sent to the Friends also. We have enough money now to start the Foundation with the Greater Milwaukee Foundation. Carson could have a representative from there come speak to the Board if they'd like (in-person or Zoom). City Attorney has to look over everything still. Carson asks the Board to be ready to say yay or nay next month.

a. Process will be: donations go to Carson, and then he sends them to the Greater Milwaukee Foundation. Library Board is in charge of the money (we don't need a separate board for it).

b. Hudson speaks highly of Greater Milwaukee Foundation. Garden Club uses them, too, and they have great management of scholarship funds with good returns.

c. Ritter says a different professional group he's a part of in Milwaukee uses a separate board for managing the money and fundraising, and it is kind of a pain. Carson says we will have to do library fundraising, too.

13. Usage Statistics: Carson will send to the Board

14. Director's Report: Jamie Mercer, Head of Children's Services, is working on developing an app for patrons with autism to use when using library services. We received grant funding for it. We'll put in staff time (Jamie's work on it). She has some experience developing apps and will be working with InfiniTeach. Both parties are very excited, and we will sort of be a test site for it. Miss Amy, our new storyteller, is a retired teacher with a lot of experience. We're really lucky to have her. Our new shelver, Caleb, started. He's a 10th grader and excited to be working here. Attendance at programs has been high. Katie Miles, Public Services Librarian, will be on maternity leave beginning in January, so we will back off of programs some then.

15. We may be getting another new Library Board member (Karen Vollmar has resigned). Ritter has given a recommendation to Carson.

15. Adjournment at 9:19am with a motion by Hudson, seconded by Nelson. Passed.

Minutes respectfully submitted by Rosalia Slawson, Assistant Library Director