

W.J. Niederkorn Library
Library Board Meeting
Minutes
Friday, December 17, 2021, 8:30 AM
W.J. Niederkorn Library Community Room

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

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

2. Correspondence: Very nice letter from the Aging and Disability Resource Center thanking our library for participating in the Monarch Memory Cafés. Also an email from Alderperson Jonathan Pleitner inquiring about changing the Library Board Meeting to a different day and time in order for more members of the public to attend, especially if we are approaching a season of changes with updating the library.

3. Public comment: President of the Friends of the Library Kathleen Schilz presented \$10,000 donation from the Friends of the Library to the W.J. Niederkorn Library as a contribution for the W.J. Niederkorn Library Fund.

4. Approval of minutes: Tearney made a motion to accept the November 2021 minutes, Bannon seconded. Passed.

5. Approval of Schedule of Invoices and Revenue & Expense Report: Carson states we're over in benefits this year- health insurance was estimated too low, and an employee didn't retire who said they were going to. Our budget is over \$7,000 this year, but we have other revenue to still add to it. Unforeseen expenses this year included the window replacement from turkey (\$3,600) and AC repair (\$1,500)- additional work needed on air handler next spring. Ritter asks if we know the situation for health insurance for next year; Carson says we should be okay. \$32,000 per person City spends each year for insurance, which is high for industry standards. Ritter stated preference to combine Schedule of Invoices and Revenue & Expense Reports on future agendas. Tearney made a motion to accept the November Schedule of Invoices and Revenue & Expense Reports, Bannon seconded. Passed.

6. Approval of donation spending: Friends gave a donation of \$7,287. We also received a donation from the Helen Miller Foundation Trust Fund. \$3,500 of this will be used on purchasing materials for the collection and the rest toward programming. Tearney made a motion to send a check to the City for a donation to cover programming. Nelson seconded. Passed.

7. W.J. Niederkorn Library Fund: Greater Milwaukee Foundation Fund has been established. Everything is setup and running, starting to make money. City has hired new auditors, and they will let us know how we should report this funding. Auditors said our process for revenue from fines and fees is looking good. Tearney asked about the two separate Foundation letters in the Board Packet. Carson said they are combined. We closed our CD at the bank. Donation fund still has \$25,000; we may move \$5,000 over to the Greater Milwaukee Foundation Fund to build more revenue. There will be \$115,000 total in the fund after this.

- Donation process: Donations are given to Carson, and then he gives them to the fund (an individual cannot give to the fund directly). Greater Milwaukee Foundation gives a letter of acknowledgement to us (library), and then we can thank that individual.

- Schilz asked why it's not called the W.J. Niederkorn Library Foundation (vs Fund). Process is you invest in the fund to raise money for the foundation. Carson will talk to Mark, Greater Milwaukee Foundation contact, about the best language for us to use for fundraising.
- Ritter asks for confirmation that we allow the Greater Milwaukee Foundation to make the decisions about investments, and Carson confirms, yes.

8. Discussion of Library Board meeting times: Ritter states that Alderperson Pleitner emailed inquiring about moving the Library Board meeting to an evening weeknight time. Mayor Neitzke also called Ritter and said he is having trouble filling our vacant Library Board member spot due to the time of the meetings. Discussion about moving the time took place. Many pros and cons to consider.

- Bannon proposed keeping our normal time, but then 3-4 time per year moving it to an evening time. They tried this at Dunwiddie Elementary School with a parent group, and it worked for a while – then after that nobody new was coming despite the changed time.
- No decisions were made at the meeting today. The Library Board is open to considering a different day or time. Ritter will send an email with a Doodle poll of times to vote on.

9. ARPA Grant: Our library was awarded \$27,400 in grant funds for a library outreach van (we asked for \$54,000 to get an electric van). The van Carson is currently looking at (non-electric) is \$42,000. Mayor Neitzke said he could talk to Eric Von Schledorn (his car dealership friend) about covering the difference. City Administrator Brown did okay the difference in cost with Carson. The van will be good for community outreach.

- Monarch Library System also received a \$190,000 grant. We may be receiving a new self check-out machine as part of this.
- For the van we'll need internal workings for it (shelving, ramp, book carts that lock down). It's *not* a bookmobile (Monarch Library System already has one of those).
- May have the grant money as early as next week already. It goes into the City account, and Carson will work with the City regarding the expenses.
- There is currently a van shortage; Dodge and Ford are tough to get because they are used by Amazon, US Postal Service, and others. The van we do get should last 10 years. Carson is looking into options.

10. Strategic Planning: Carson emailed the WiLS proposal for Library Strategic Planning to the Board. He can resend it again. Carson will have WiLS put us on their 2022 schedule, and next month the Library Board can vote on it to approve. Tearney stated the cost of this strategic planning is budgeted through City Capital Improvement funds: \$6,000? Carson said yes, \$6,000. Ritter is concerned about if we say yes to WiLS before the Library Board approves it. Carson will resend the information, and the Board can discuss in January 2022.

11. Usage statistics: Numbers are getting much better compared to when COVID first began. There were 42 people at the last children's storytime. Our storyteller Amy is doing a really great job. She has 30 years' experience working with children, and we've had lots of positive comments about her.

12. Director's Report: Recent windstorm may have zapped four of our new computers. We'll know soon if it's just the power source or the motherboard. Carson will talk to the City about insurance coverage.

13. Adjournment at 9:23am with a motion by Tearney. Seconded by Bannon. Passed.

Minutes respectfully submitted by Rosalia Slawson, Assistant Library Director