

APPROVED MINUTES

Fitchburg Public Library

Wednesday, September 16, 2015, 5:30 pm

Present: Pauli Nikolay Eric Vincent
Dan Carpenter Ben Mueller Zulma Franco

Also present: Wendy Rawson Kate Liu Misty Dodge Kate Hull

Absent: Stephen H. Arnold (listened in on phone) Swami Swaminathan

1. **Call to Order – 5:30 pm** by Nikolay
2. **Public Appearances** – Non-Agenda Items
3. **Approval of Minutes**

a. August 19, 2015

Mueller moved with Carpenter second to accept the minutes as written. No changes were made. This passed by voice vote.

4. **Treasurer Report**

a. Overview and b. Register

Misty Dodge, Finance Director, came to the meeting to help answer questions about finance and the budget.

Rawson covered the finance report, which is for the month of July. We are now looking at 2 months back instead of one due to changes in financial processing now that we are using p-cards. Rawson noted some changes in personnel expenses. When Richmond came on to his new position last summer, his salary moved to the city budget, and we planned to share the cost of a full time custodian with the city. Half of the custodian's salary and benefits will now coming out of our budget, and there was a lump movement to catch up with what we should have started doing a while back. The shared situation is working well with Dan Ohm being available later in the day than Richmond.

Mueller motioned and Franco seconded to approve the treasurer's report for July 2015, this passed by voice vote.

c. 2016 Budget

Rawson and Dodge have been in close contact through the process and going over it line by line regularly. Dodge noted that property insurance had gone up drastically and the city sought new quotes. A new insurer has been chosen and this will be approved by council shortly. There will be a small increase for the city's portion of health insurance. In the last version, looking at surplus - this has moved into fund balance. The new position is approximately \$83,000, and the library is able to fund about \$55,000, we will need an additional \$30,000 of support from the city. Dodge noted that the p-card rebate is now in budget, for the 8 months of 2015, estimated to be \$2,000; next year will be a full year of rebate. The shift in IT fees was discussed at the last meeting.

Rawson noted that computer replacement is now in account 355 (equipment expense), as computers are not really capital equipment. We replace 1/5 of our computers every year to stay in compliance with what South Central will support. We will be moving into more CIP fund items next year.

The city admin fee has gone down, and is now in a different place on the report. Some of the reason for the change in amount is due to implementing an IT fee. The IT allocation makes each department a "customer" of IT, which makes process and expense more reliable for all departments. The IT department now has a budget they must stick to for taking care of all departments, rather than billing for items as they come up. We still have some money in 245 (computer equipment and repairs) for

equipment we get thru SCLS. IT will keep a close watch on bills to maintain accountability, plus we can monitor our account as well.

The budget is still subject to change; our new position is still in this version of the budget. Dodge detailed the next steps. The COW will talk about the budget next week. The budget document will be available on the city website shortly. Presentations to finance will start soon, and are followed by public hearings and amendments, then the budget is adopted in early November. The library board will review the budget again in October and make a final approval in November.

Carpenter motioned and Vincent seconded to accept the draft budget as presented by Dodge and Rawson, this passed by voice vote. Dodge left at this time.

5. **Old Business**

none.

6. **New Business**

a. Resolution for Exemption to Dane County Library Tax

This is referred out to us from the council, we do this every year so that we do not pay tax to the county and fund a library. We have to file this exemption every year. We have met all the standards now so our exemption is no longer provisional. Franco moved with Mueller second to pass the referral, this passed by voice vote.

b. Closed Session: Motion to go into closed session pursuant to Wisconsin Statutes §19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. *Discussion of proposed ban of a patron.*

-Motion made to uphold the patron ban: Mueller moved, Franco second.

-Motion to postpone vote until after closed session: Vincent moved, Carpenter second. This passed by voice vote.

-Carpenter moved to go into closed session and read the relevant statute (text above).

Roll call vote:

Nikolay - yes

Vincent - yes

Carpenter - yes

Mueller - yes

Franco -yes

Motion passed.

Time entering closed session: 5:53.

c. Reconvene into open session at 6:33 pm. Vincent moved and Carpenter seconded to return to open session. This passed by voice vote.

d. Vote on patron ban. This was moved and seconded previously. Nikolay called for a voice vote to uphold the patron ban, this passed unanimously.

7. **President Report**

Nikolay commented on the volunteer coordinator position; she is hopeful it will stay part of the budget process. The library will put in a significant chunk of the funding for the position. She thanked the board members for their support of the proposal. She then thanked all who were able to participate in the board orientation to the strategic plan, stressing the importance of learning the demographics of the Fitchburg community. She noted that the library is having a volunteer recognition event on September 25th. Invites went out to all board members past and present.

Carpenter asked for the date of the next Friends book sale – Rawson and Nikolay confirmed that it is October 16-17.

8. **Library Director Report** – Rawson

On the solar project: Rawson has requested that the sustainability intern from the city come do a presentation on the project to the library board. The current plan is for solar on our roof paid for by a third party. Energy credits are available, but expire soon so there is incentive to begin soon. Rawson still has concerns, but has seen installs done by others locally and is not as worried as previously. Nikolay asked if the library board has the ultimate say; Rawson replied that it depends on your reading of the state statues. Rawson's hope is that all parties would be in agreement and it would not come down to an antagonistic situation. Ultimately, a resolution would have to come to the library board. Carpenter asked what would happen if that resolution failed to pass the library board; it is possible that the installation could go forward without the board's approval. Rawson stated that she can see both sides of the issue, and reiterated her hope that all the parties will be able to come to an agreement. Her greatest concern is the impact on our membrane roof. This issue has been looked into, and the roof company would have to come out to inspect before and after installation to see if the warranty is able to be continued. There should be no penetration of the roof by the install, but still lots of installers and equipment on the roof, there is reason for caution. Rawson has expressed her concerns about this to the solar committee, and continues to bring up the issue of who will pay for damages caused to books or equipment if the roof fails.

The Halloween Hunt is coming up on October 24th, and she encouraged board members to please volunteer or just attend the event. This is a huge event and lots of fun. We will have a haunted house again this year with a Wizard of Oz theme. Everything starts at 6pm. The event is not on Halloween but week before, which allows everyone to get to wear costumes more than once.

Elevators: the little one was out of commission for approximately three weeks. Our repair ticket was lost within Kone's offices which delayed the repair. No one was in the elevator when it failed. Having the small elevator out of service is hard for patrons as it is the accessible entry to the building from the garage; failure of the large elevator is more of a problem for staff.

Emergency light replacement: This is something that should not go wrong in a building this new. Emergency lights run on a battery backup system for 90 minutes after a power failure. The bulbs in the units are hard-wired in and are not replaceable. The batteries in some units are failing as well, but can be replaced. We have found new lights that are LED and less expensive, though they run for a shorter time. The shorter time is not an issue as we are not trying to run the building on emergency lights, they are only needed for emptying the building.

Concerning the chiller: Our HVAC system has 2 sets of compressors, 2 large ones and 6 small ones. Each has a 5 year warranty. It was determined that the original settings were not correct which led to the compressors cycling too quickly. One small compressor was replaced in 2012 under warranty. We lost another in May, one of the large ones, and special equipment was required to get the 800 pound item out of the building. It was replaced under warranty, however Rawson and Richmond are concerned because the warranty is up in December and the lifespan of these items should be better than what we are seeing. The situation may be better now that settings are correct. The building ran fine even without the large one; the temperature stayed even. Richmond's attention to the situation and care for it was noted.

9. **Committee Reports**

a. Strategic Planning – Nikolay mentioned that we had board orientation to strategic planning. Action teams are planning meetings to get all up to speed, review last year plans for this strategic plan, and begin thinking about the next plan. She encouraged board members to think about who might be interested in participating in the next plan. 2,054 volunteer hours have gone into the last plan. This is the last year of the current plan and is time to be assessing, evaluating, and being on lookout for new

people for the next plan. The strategic plan will be in next staff in-service, but only very small piece. Nikolay and Julesberg are stepping back, Rawson and staff are doing more, by design, as this plan winds down.

b. Facilities – Rawson noted that a September 23rd meeting is planned. They are beginning to look at the CIP plan; 2016 will be the first year in the plan with the city.

c. Personnel – Vincent noted that they need to begin planning for the six-month review of the director. Rawson will have an update on the city's new evaluation tool for him soon. The former city administrator wanted the library board to do all of the facets of the director's evaluation, but we now have a new city administrator and a new process in place so the board will have to change processes as well.

10. **Announcements**

a. Next Board Meeting: Wednesday October 21, 2015, at 5:30 p.m.

11. **Adjournment at 6:53 pm, moved by Carpenter and seconded by Mueller.**