

Ethel Everhard Memorial Library Board of Trustees
June 14, 2021 Meeting Minutes

Finance Committee Meeting: 6:30pm. Kittleson & Robotka reviewed vouchers

Presiding Officer: President LeeAnn Kittleson called the meeting to order at 7:45 pm.

Roll Call: LeeAnn Kittleson, Karen Christensen, Nancy Nelson and Karen Robotka. Bruce Dethlefsen, absent.

Agenda: Christensen moved to approve Agenda with change -- move Library Renovations to after Public Comments and before Reports. Second by Robotka. **MC — 4 yes, 0 no**

Minutes: Motion by Christensen, second by Kittleson to approve Minutes from the regular May 10, 2021. **MC – 4 yes, 0 no**

Public Comments: None.

Unfinished Business:

A. Library Renovations

Matt Yentz, Strand & Associates, was present at the meeting to discuss and further explore the planned Renovation/Facelift proposed schematic drawing and Scope of Services.

Discussion re staging project into 2 phases: Matt indicated tradespeople would not start until all necessary materials would be ordered and available. His recommendation is to close the Library for a period of time as opposed to staging the process for monetary and completion time considerations.

Discussion re air handling with new ducting system: the new conveyance system for air handling would be optimal and output only what the current mechanical system delivers. It has been determined by Kerschner that the mechanical system is currently in working order. If the mechanical system should fail in the future, the new ducting would remain.

The Library project is a renovation and by that is not subject to codes for all new construction.

The Scope of Services Strand is proposing considers any materials/fixtures, etc., that are original to the building, have outlived their useful life and/or are not functional at this time.

Discussion and walk-about re proposed lobby features: Building new store front with a double entry door and windows placed to match height of other windows in the building with a knee wall below and faced with siding to match exterior; removing the 'wing walls' in the entry, refacing the brick and making a focal wall; removing brick paver flooring and installing new LVT flooring.

Strand is asking for the Library Board to commit to the Agreement for General Services/Scope of Services to move forward and begin defining the timeline for the project.

The recommendation is to close and complete the project in one phase.

Logistics of how to accomplish closing and operating briefly discussed.

Motion by Christensen to have Village Attorney review Agreement for General Services/Scope of Services. If said Agreement is found to be in order, Library Board President Kittleson will sign document and proceed. Second by Nelson. **MC — 4 yes, 0 no**

Roll Call Vote: Kittleson - yes; Christensen - yes; Nelson - yes; Robotka - yes.

Reports:

A. Financial Reports

Motion by Christensen, second by Kittleson to approve monthly vouchers. **MC – 4 yes, 0 no**

B. Director's Report:

- a) Monthly Statistics: Document has been updated to include March, April and May information
- b) Calendar: Susan & Tara, library assistants, to resume regular work schedule
- c) Library Director Anna Dinkel attended her first meeting of the Marquette County Library Directors and also the Marquette County Finance Committee meeting re funding for county libraries. See also attended the June village board meeting.
- d) Anna will attend a second Marquette County Library Director meeting on June 24 and the WALs meeting on June 29.
- e) Tales & Tails: Reading program begins next Monday and runs through the end of July - all ages eligible. Each week has an activity or performer. "Animal Faire" will be presented by David HB Drake on June 24 at 2 p.m.
- f) Presented WILS grant possibility; deadline is June 28; up to \$5,000 possibly to apply to new library furnishings
- g) Presented flyer on Trustee Training Week - a virtual learning event available to all Library Trustees.
- h) Thank You to Public Works for painting exterior fire doors.

C. Friends of the Library – Robotka indicated The Friends will meet Tuesday at 1pm to discuss the upcoming Book Sale to be held at the Library during the Marquette County Fair. She will also be launching an appeal to the community to gain members for The Friends group. Information will appear in the *Marquette County Tribune* next week.

Unfinished Business:

Library Operations & Covid 19 -- Potential Revision to Mask Requirements and Potential Protocol Changes: Motion by Kittleson, second by Christensen that masks are suggested but not required; Library will resume pre-Covid operations and policies but continue to engage in cleaning/sanitizing procedures; there will be no book quarantine; no restriction on meeting room usage. **MC – 4 yes, 0 no**
Roll Call Vote: Kittleson - yes; Christensen - yes; Nelson - yes; Robotka - yes.

New Business:

Block Threshold Revision -- Nelson moved to keep the \$10 limit in place, second by Christensen. **MC – 4 yes, 0 no**
Roll Call Vote: Kittleson - yes; Christensen - yes; Nelson - yes; Robotka - yes

Adjourn: Motion by Robotka, second by Nelson to adjourn at 9:54pm.

Next Meeting

July 12, 2021

Minutes recorded by Nancy Nelson