

Bekkum Library Board Minutes

March 10, 2020 5:30 pm

Westby Community Center

Roll Call present: Kathy Anderson, Danny Helgerson, Steve Michaels, John Sutton, Jill Schee, Kris Strand, MaryEllyn Mattison-Doerr, and Director Michelle Tryggestad.

Absent: Kathie Hendrickson

- I. Public Participation: Introduction of new youth services staff member, Marin Ball who is working part-time until June 1, when she will begin her regular hours.
- II. Approval of Agenda: m/s/c Michaels/Helgerson to approve Agenda.
- III. Approval of Minutes: m/s/c Sutton/Schee to approve Minutes.
- IV. Monthly Expenditures: m/s/c Helgerson/Schee to approve Monthly Expenditures with two corrections: Total Revenue should read \$155,993.00 and line item Reimbursement/Replacement listed at \$100 should read 0. Total Expenses are \$155,993.00. **M. Tryggestad will reconcile budget each month with Roxy Wedwick, and will include the current and previous month's expenses on each Expenditures Report.**
- V. Treasurer's Report:
 - A. Donations for copies will be deposited into the Library Board account.
M. Tryggestad will ask for reimbursement out of that fund as needed for materials or other library expenses.
M Tryggestad will send an invoice for magazine shelving to Michaels for reimbursement (Jodean Olson memorial money-\$580).
- VI. Unfinished Business
 - A. Facilities:
 1. South side of Building
 - a) Trash/recycling cans: m/s/c Helgerson/Sutton to approve the purchase of two (2) brown "fleck" trash cans, one (1) blue can for recycling, and (3) beige "fleck" flower pots/saucers; total not to exceed \$2000.00.
 - b) Sarah Pederson: was waiting for response regarding local authors for the mural. The Library Board has decided not to incorporate local authors onto the mural. Sarah will be asked to attend the April meeting.
 - c) Joan Dahlen memorial: **Kathie Hendrickson will be asked to talk with the family about the engraved rock we have planned as a memorial.**
 - d) Sponsorships: **M. Tryggestad will take a photo of a group on the patio** for use with a press release explaining the fundraiser. A wall plaque will be made to acknowledge all donors

- e) Donors-Friends of Bekkum and Jodean Olson family (Luke and Pat Ashbrook) will be invited for a photo with the new magazine shelving to go along with a press release.
 - 2. Sign lighting: Helgerson will have the lights replaced with hard-wired spots as soon as possible.
 - B. Policy committee
 - 1. m/s/c Strand/Schee to accept Policy changes/additions as presented.
m/s/c Michaels/Sutton to accept Bylaws changes/additions as presented.
 - 2. Discussion re: inclusion of group meetings/book clubs- no discussion
 - C. Carve In 4:
 - 1. Library will hand out flyers, get chocolate/white milk from the Dairy Council, decorate the display case, set up a table with carving books, register library cards, and greet attendees.
 - 2. Sutton and Tryggestad will appear on WXOW-Daybreak on April 17
 - 3. Sign up sheet for board help was shared
- VII. New Business:
- A. Westby Night Market-June 4, July 8, August 6 from 5:00-8:00pm, Board was asked to help with at least one evening.
 - B. Reconcile 2019 Budget- **M. Tryggestad will go before the City Council and explain the unspent budgeted funds. M Tryggestad will meet with Roxy yet this week to reconcile the account to prepare for next Tuesday's Council meeting.**
- VIII. Director's Report: additional comments-**Tryggestad was asked to acknowledge the donations made for One Book, One School, One Community by The Friends of Bekkum and the Bekkum Library Board. Tryggestad will contact Dave & Ruth Amundson regarding Westby's 100th Birthday Party this August.** Tryggestad shared with the board that staff member Szafranski will be reducing her hours to four (4) per week beginning March 29, 2020.
- IX. Adjourn to Closed Session per WI Stat. 19.85(1)(c) for Compensation and Evaluation discussion: m/s/c Strand/Schee to adjourn to Closed Session at 6:40 pm.
- X. Reconvene in Open Session: m/s/c Michaels/Schee to adjourn Closed Session, and reconvene in Open Session at 7:08 pm.
- XI. Reminders: Friends of Bekkum Meeting-Tuesday; March 17; 9:00 am
 Fourth Friday Editions - Friday: March 27; 10 am
 Farmers Union Movie-Tuesday; March 24; 7:30 pm
 Next Board Meeting Tuesday; April 14, 2020 at 5:30 pm **City Hall?**
- XII. Adjournment: m/s/c Helgerson/Sutton to adjourn.

Kris Strand-Secretary

