

Spring Green Community Library Board Meeting

Monday, November 4, 2024

Present: Joy Kirkpatrick, Jeannie McCarville, Ed Lilla, Chris Ferguson, Jordan Lagerman, Dede Holverson

Absent: Linda Kettner

Library Staff: Emily Whitmore (director), Bridget Roberts

Guests:

1. The meeting was called to order by Ed Lilla at 5:00 PM in compliance with the Wisconsin Open Meeting Law.

2. **Review and adopt agenda:** Chris Ferguson moved to adopt the agenda, seconded by Jordan Lagerman. Motion carried.

3. **Consent Agenda:** All matters under this item are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, the item will be removed from the consent agenda and will be considered separately.

a. **Review and approve minutes of October meeting**

b. **Approval of Treasurer's Report**

c. **Approval of Financial Report**

d. **Approval of Bills**

Emily Whitmore requested that item d be pulled for separate consideration as two additional items needed to be added for approval. Jeannie McCarville moved to approve the consent agenda items a, b and c, seconded by Chris Ferguson. Motion carried.

Emily reviewed the addition of two items to the list of bills for approval which were the monthly Visa bill and the monthly bill from Sacha's Cleaning Company. Joy Kirkpatrick moved to approve the consent agenda item d, seconded by Chris Ferguson. Motion carried.

4. **Director's Report:** Emily's report was distributed. She went over a few highlights.

5. **Friends Update:** The book and bake sale will take place on 12/7. The fundraising committee has been meeting to discuss ideas for 2025. Emily shared the June presentation that she had made to the Village Board with the group.

6. **Unfinished Business – Discussion and possible action on the following:**

a. Library Improvements

i. Roof Updates

Work on the new roof has begun on the south side of the building. All the old shingles have been removed and part of the new roof has been installed.

ii. Carpet Project

Scheduled for 1/17/25. Work has begun on planning for a temporary location for the circulation desk and the steps needed to complete that task. Emily is getting a quote to see what makes sense for the Staff area: carpet or linoleum.

Discussion took place regarding a decision of how to fund the carpet project. Joy Kirkpatrick moved that the Van Slyke CD of \$30,000 be closed out and applied to the carpet project with the balance remaining to come from the Bequest Fund. Chris Ferguson seconded the motion. Motion carried.

iii. Possible HVAC Project

Ed has been working with ASAP regarding a quote and will reach out to others as well. Current setup is 30 years old. Quote could come in around \$20,000.

b. 2024 Board Contribution to Operating Budget

Discussion about how to fund this year's operating budget of \$50,000 for the year end payment to the Village. Joy Kirkpatrick moved to take \$30,000 from our remaining fund balance with the Village with the other \$20,000 coming from the general fund checking. Dede Holverson seconded the motion. Motion carried.

7. New Business – Discussion and possible action on the following:

a. Building Expansion Conversation

Wisconsin DOA denied the grant application, so discussion took place with regards to continuation of the project. Decision was made to table discussion of the project until Spring 2025.

b. Village of Spring Green 2023 Audit Presentation

During the recent audit, it was called to our attention that the Village policy on investments does not match the current investment strategy that the Library Board has been following. It was suggested by the auditor that the Library Board and the Village come to an agreement as to the length of CD maturities. No action was taken at this time.

8. General Public Comment:

Bridget Roberts stated that she was happy to see the library improvements moving forward. The new roof is creating a lot of excitement among patrons.

9. Confirm date of next meeting – Monday, December 2nd at 5pm.

10. Adjourn: Chris Ferguson moved to adjourn the meeting, seconded by Dede Holverson.
Motion carried.

Jeannie McCarville