

Bayfield Carnegie Library Board of Trustees

Library Board of Trustees Meeting Wednesday May 18, 2022. Called to order at 4:06 pm

ATTENDANCE:

Present: Jenny Tumas, Teresa Weber, Neil Howk, Mary Lynch, Laura Degroot-Lima, Ted Dougherty, and Vicki Redenbaugh

Guests: Shyam Devi Gray, Linda Georgeson, Mark Danielson (DSCF), Dionne Johnson

AGENDA

Motion to approve made by Dougherty, seconded by Redenbaugh, voted and approved.

MINUTES

Motion to approve minutes from April 23, 2022 meeting made by Lima, seconded by Lynch, voted and approved.

FINANCIAL REPORT

- Weber presented city bills.
- Weber pointed out that year-to-date expenditures are a bit higher than anticipated for contractual services (lift repair), telephone (not enough budgeted), technical support (Northern Waters services), and publications (too much good stuff to order).
- Money from the HRK Foundation donation has been moved to the jumbo savings account.
- Should remove “apple blossom” from the list of revenue items in the monthly report.
- Combined Thrift and Book Sale scheduled for June 25 in the Bayfield Pavillion.
- Should remove \$288 expenditure for domain listing from the list of city bills (scam attempt).
- Jolma Electric's bid for electrical work in the capitol improvement proposal was \$2534.48. Actual cost of the work was \$2793.60
- Library has received the 2022 Bayfield High School yearbook. The school can also provide yearbooks from six other years that the library lacks.
- **Motion to approve the financial report dated 5/04/22 was made by Lima seconded by Redenbaugh, voted and approved.**

REPORT FROM MARK DANIELSON OF THE DULUTH-SUPERIOR COMMUNITY FOUNDATION (DSCF) ON THE LIBRARY'S ENDOWMENT FUND

- A 501c(3) organization providing permanent resources for charitable activities in the region.
- Bring in donaitons for 450 different charitable funds.
- Apostle Islands/Chequamegon Bay Community Fund is under their umbrella.

Bayfield Library Endowment Fund

- Started in 2015
- Total endowed contributions through Dec. 31, 2021 is \$81,602
- Total fund balance through Dec. 31,2021 is \$119,667
- Bayfield library website provides opportunities to donate online to the endowment fund or to library collections and programs.

How do we get money from the Endowment Fund?

- Total grants from the fund to date are about \$2000.
- Right now the disbursement is on hold.
- It is possible to receive an annual disbursement from the fund.
- The annual disbursement is about 4.75% of the amount in the account.
- The money can be used for whatever the library needs or wants.
- If we remove the hold on disbursements, the board should consider what the money would be used for in July when planning the annual budget.
- The principle in the endowment fund cannot be touched.
- If the library were to close, the money would be assigned to a related cause (another library that would serve the community).

LIBRARIAN'S REPORT

- Circulation is about as usual.
- The Friends of the Library have donated \$1900 to the library to help cover costs for the work on the brick commons area.
- Earth Sense is preparing a bid for the work on the brick commons area.
- Wisconsin poet laureate Dasha Kelly Hamilton provided two wonderful programs for 58 people.
- Dave Martinson made temporary repairs to a bookshelf.
- Engineers checked the flooring near the shelf to determine its stability. It checked out.
- The current Covid masking policy will remain in effect for now.

CONTINUING BUSINESS

- Strategic plan update. The April meeting coincided with the poet laureate program. We are at the stage of the plan transitioning to writing 3 to 5 goals for the long-term plan. Goals may include offering a scholarship to a Bayfield High School senior or implementing sustainable procedures to preserve resources. A capstone presentation for the long-term plan is scheduled for July 14.
- CBAC grant continues with a display featuring art from Bayfield First through Fifth grade students beginning May 23. An open house is planned for May 27. The next step will be making flags during the Memorial Day weekend.
- Heating and cooling update – Furnaces and air conditioners removed May 16. A new hole for the furnace exhaust will be drilled through the foundation. Cracks in two of the furnaces were allowing carbon monoxide into the furnace room. This led to realization that the building lacked carbon monoxide and smoke detectors. Tom Kovachevich has been notified and is taking steps to rectify this situation.
- Teresa compiled a list of Library trustee members and term dates. Lima and Howk have terms expiring in 2023.
- Review of library by-laws- It was noted that the meeting order listed in article IV, section 3 needs revision. The “call to order” should come first. We will also seek guidance on whether we can remove the need to approve the agenda.
- **Motion to approve the by-laws with the suggested changes to the meeting order made by Lima, seconded by Lynch, voted and approved.**

NEW BUSINESS

- Library Board member consideration. Shyam Devi Gray and Linda Georgeson have both expressed interest in serving on the board. Both are good candidates.
- **Motion to nominate Shyam Devi Grey made by Lynch seconded by Redenbaugh, voted and approved.**
- Tumas will talk to Linda Georgeson about joining the board when Lima's term ends in 2023.

NEXT MEETING

Next board meeting is set for June 15 at 4 pm.

ADJOURN

Motion to adjourn made by Lynch seconded by Howk. Meeting adjourned at 5:35 PM.

Respectfully submitted,
Neil Howk

