
BOARD OF TRUSTEES

Vacant, President
Beth Hendrix, Vice President
John Poole, Treasurer
Kathey Czischke, Secretary
Katie Bjorkman
Molly Day
Elinor Decker
Kevin Fitzgerald
Sue Hughes
Sandy Verges

Board of Trustees Meeting

5:30pm, Monday, May 20, 2024

Twin Lakes Building

110 S. Lake Avenue, Twin Lakes, WI

Meeting Minutes

LeeAnn Briese, Director

24615 89th Street
Salem, WI 53168
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(262) 843-3144 Fax
communitylib.org

Present: Vice President Hendrix, Trustees: Bjorkman, Day, Czischke, Fitzgerald, Hughes, Poole, Verges

Absent: Trustee: Decker

Administration: LeeAnn Briese, Director

1. **Call to order** – Vice President Hendrix called the meeting to order at 5:30pm.

2. **Pledge of Allegiance and Roll Call**

Due to Trustee Fitzgerald needing to leave the meeting early, Vice President Hendrix changed the order of business so all board members were present for the audit, insurance renewal, election of officers and committee work.

3. **2023 Financial Audit**

Amber Drewieske, from Clifton Larson Allen LLP presented the 2023 financial audit. Motion made by Trustee Poole to accept the 2023 financial audit as presented, seconded by Trustee Fitzgerald. Passed unanimously.

4. **Library's Insurance renewal**

Nancy Wuenne, from R&R Insurance presented the Insurance Renewal Proposal. Motion made by Trustee Hendrix to accept the renewal proposal changing the crime coverage from Hanover to LWMMI as presented, seconded by Trustee Fitzgerald. Passed unanimously.

5. **Election of Officers**

Per the *Community Library Joint Library Operating Agreement*, the Vice President ascends to the position of President. Vice President Hendrix becomes the President. Officer terms are June-May.

- Trustee Fitzgerald nominated Trustee Poole for Treasurer, seconded by Trustee Hendrix. Passed unanimously.
- Trustee Hendrix nominated Trustee Bjorkman for Vice President, seconded by Trustee Fitzgerald. Motion passed. Trustee Bjorkman abstained.
- Trustee Hendrix nominated Trustee Day for Secretary, seconded by Trustee Fitzgerald. Motion passed. Trustee Day abstained.

6. **Standing committee reports**

a. **Asset Inventory & Facilities** – The Asset Inventory & Facilities committee met on Tuesday, May 14, 2024 from 1pm-2:55pm. Committee members present: Czischke (Chair), Bjorkman and Hendrix. Also in attendance: Director Briese, Building Maintenance staff Tim Pfeuffer, Trustees Hughes and Poole.

The committee discussed replacing four aging book drops, drinking fountains, LED light bulbs/fixtures and resolving humidity issues in the Salem library. Book drops – Tim presented options for replacing book drops. They can be fabricated from a local company or ordered from a manufacturer. Working with the local fabricator was the least expensive. The committee agreed this was the best choice. Drinking fountains – The library received two new drinking fountains with a bottle filler capability through an ARPA grant

through the Kenosha County Library System (KCLS) in 2022. Installing the fountains requires a plumber, electrician and a drywaller. The committee reviewed quotes and will make their recommendations to the board. Light bulbs/fixtures – The Twin Lakes landlord replaced interior fluorescent bulbs with LED bulbs. The committee reviewed options for replacing bulbs/fixtures in the Salem library. Humidity issue in the Salem library – The humidity levels in the Salem library is still an issue despite having an APR valve installed in 2023. The committee discussed adding dehumidifiers as an option.

Trustee Czischke presented projects and quotes to the board. Discussion and action on the following:

- Humidity issue – The board would like to discuss this further with Tim Pfeuffer and MPC.
- Replacement of four aging book drops. One book drop is located at each branch plus one at the Paddock Lake Village Hall and one at the old Silver Lake Village Hall. After reviewing usage statistics, it was determined that the drop box at the old Silver Lake Village Hall did not get enough use to warrant a new book drop. The library will use the best of the three book drops to put at the old Silver Lake Village Hall. Motion made by Trustee Hendrix to approve Ram Metalworks LLC to fabricate three new aluminum book drop boxes in the amount of \$8,700, seconded by Trustee Hughes. Passed unanimously.
- Replacing drinking fountains – The library received two drinking fountains in 2022 through an ARPA grant through KCLS. Motion made by Trustee Hendrix to approve spending \$1,710 for The Plumbing Works LLC and Ericksen Electric to install two new drinking fountains, one at Salem and one at Twin Lakes and estimating an additional \$500 for drywall work, seconded by Trustee Czischke. Motion passed. Trustee Hughes opposed.
- Replacing light bulbs/fixtures to LED in the Salem library – The board would like to discuss this further with Tim Pfeuffer.

b. Personnel & Finance – None

c. Policy & Services – None

d. Foundations & Memorials – None

7. Minutes from the board meetings held Monday, April 22, 2024

Motion made by Trustee Poole to accept the minutes of the meeting held Monday, April 22, 2024, seconded by Trustee Hendrix. Motion passed. Trustees Czischke, Day and Verges abstained.

8. Citizens comments – None

9. Financials

Motion made by Trustee Hendrix to accept the financial report as presented, seconded by Trustee Bjorkman. Passed unanimously.

10. Bills for payment

Motion made by Trustee Czischke to pay all bills as presented, seconded by Trustee Hendrix. Passed unanimously.

11. Director's Report

Director Briese reported staff will be visiting Randall school kindergarten classes to give out library cards and to promote the Summer Reading Program. The library participated in the Twin Lakes Chamber Business in the Park event on May 18 promoting library services and the Summer Reading Program. Over 30 people attended the antique appraisals program with Mark Moran. The library partnered with the Kiwanis from Paddock Lake to bring Kiwanis Cops N' Kids Storytime on May 4. Police Officers read stories and had a squad car for kids to see. Matthias Academy in Trevor recently had a fundraising auction. A parent of a Matthias student purchased a wooden reading chair that the students made. The patron donated it to the library to help bridge Matthias with its community. A sign will be attached to the chair. Staff have planned fun programs for the Summer Reading Program, which runs June 3 through August 3. The library will be closed Monday, May 27 for Memorial Day.

12. Correspondence

Director Briese received the following notifications: Salem Lakes appointed resident Elinor Decker for a three-year term ending April 2027, appointed resident Sandy Verges to fulfill the remainder of Kim Chesser's term ending April 2025 and appointed resident Molly Day to fulfill the remainder of Kelly Sweeting's term ending April 2026. Randall appointed resident Sue Hughes through the remainder of Randall's participation in the Joint Library Agreement which ends December 31, 2025. Paddock Lake reappointed John Poole for a three-year term ending April 2027.

13. New business – None

14. Friends of the Library report

Trustee Czischke reported the May book sale made \$500. The next book sale will be August 1-3.

15. Date, time and location for the next meeting – Monday, June 24, 2024 at Salem at 5:30pm.

16. Adjournment

Vice President Hendrix adjourned the meeting at 7:02pm.

Minutes respectfully submitted by Director Briese.