
BOARD OF TRUSTEES

Amee Janus, President
Beth Hendrix, Vice President
John Poole, Treasurer
Kathy Czischke, Secretary
Katie Bjorkman
Kim Chesser
Kevin Fitzgerald
Nancy Kemp
Kelly Sweeting

Board of Trustees Meeting

5:30pm, Monday, May 22, 2023

Twin Lakes Building

110 S. Lake Avenue, Twin Lakes, WI 53181

LeeAnn Briese, Director

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Salem, WI 53168
(262) 843-3348 Telephone
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communitylib.org

Meeting Minutes

Present: President Fitzgerald, Trustees: Bjorkman, Chesser, Czischke, Hendrix, Janus, Kemp, Poole, Sweeting

Absent: None

Administration: LeeAnn Briese, Director

1. Call to order, welcome new board members

President Fitzgerald called the meeting to order at 5:30pm and welcomed new board members: Katie Bjorkman (Wilmot High School), Kim Chesser and Kelly Sweeting (Salem Lakes) and John Poole (Paddock Lake).

2. Pledge of Allegiance and Roll Call

3. 2022 Financial Audit

Amber Drewieske, from Clifton Larson Allen LLP presented the 2022 financial audit. Motion made by Trustee Hendrix to accept the 2022 financial audit as presented, seconded by Trustee Czischke. Passed unanimously.

2022 unspent funds

Director Briese presented the unspent funds from the 2022 audit and reviewed the Balance Fund Policy. Funds collected from revenue sources such as fines, fees, photocopies, faxes and printing are available to be put into the reserved capital fund. The Library adopted a minimum fund balance policy that fund balance in the amount of 8% of general fund expenditures be maintained for cash flow and working capital purposes.

Motion made by President Fitzgerald to transfer \$15,164.84 from the general fund checking account to the reserved capital fund (LGIP) and to transfer \$25,968.08 from the general fund checking account to the balance fund (LGIP) in order to maintain 8%, seconded by Trustee Czischke. Passed unanimously.

4. Library's Insurance renewal

Nancy Wuenne, from R&R Insurance presented the Insurance Renewal Proposal from the League of Wisconsin Municipalities Mutual Insurance Program, the Municipal Property Insurance Company and partner carriers Hanover and United Heartland. Motion made by Trustee Kemp to approve the proposed renewal as presented, seconded by Trustee Hendrix. Passed unanimously.

5. Minutes from the board meeting held Monday, April 24, 2023

Motion made by Trustee Janus to accept the minutes of the meeting held Monday, April 24, 2023, seconded by Trustee Kemp. Trustees Bjorkman, Chesser, Czischke, Poole and Sweeting abstained. Motion passed.

6. Citizen's comments

Four citizens present, no comments.

7. Financials

Motion made by President Fitzgerald to accept the financial report as presented, seconded by Trustee Kemp. Passed unanimously.

8. Bills for payment

Motion made by Trustee Janus to pay all bills as presented, seconded by Trustee Kemp. Passed unanimously.

9. Election of Officers

Per the *Community Library Joint Library Operating Agreement*, the Vice President ascends to the position of President; however, Vice President Hopkins did not seek to renew his seat on the Library Board for another three-year term. The Board will vote for a President along with Vice President, Treasurer and Secretary.

Trustee Kemp nominated Trustee Janus for President, seconded by Trustee Czischke. Passed unanimously.
Trustee Kemp nominated Trustee Hendrix for Vice President, seconded by Trustee Janus. Passed unanimously.
Trustee Sweeting nominated Trustee Poole for Treasurer, seconded by Trustee Chesser. Passed unanimously.
Trustee Kemp nominated Trustee Czischke for Secretary, seconded by Trustee Hendrix. Passed unanimously.

10. Director's report

Area schools will be taking fieldtrips to the Salem and Twin Lakes branches, and for some students, they will be receiving their first library card. Staff attended the Twin Lakes Chamber Business in the Park event promoting the Summer Reading Program (SRP) to over 100 people. The SRP theme is *All Together Now* and runs June 3 through July 29. Patrons will log their reading using Beanstack or paper forms. The SRP kickoff will be held on June 3. Animal Quest will bring their realistic walking dinosaur named Frankie and staff will have fun activities and games on the front lawn. Staff planned many exception programs for this summer. June's programs include: Danielle Lee will teach hula hooping, Twin Lakes Police Department K9 officers will hold dog demonstrations, Magic Dave will perform, cryptozoologist and ghost hunter, Chad Lewis will share a tale of the deep and dark of Wisconsin's haunted history, Shari Pontillo of Twisted Fiber Studios will teach felting and Marian McNair will teach crystal bowl meditation. Staff applied for and received a \$10,000 grant from the ALA Libraries Transforming Communities: Accessible Small and Rural Communities initiative that provides community engagement and accessibility resources to small and rural libraries to help better serve people with disabilities. Community library will focus on services to seniors with mobility challenges. The library will be closed May 29 for Memorial Day.

11. Correspondence

Director Briese received the following notifications: Salem Lakes reappointed Trustee Czischke for another three-year term, appointed Village of Salem Lakes Trustee Kelly Sweeting for a three-year term and appointed resident Kim Chesser to fulfil the remainder of Duane Kellor's term ending April 2025. Paddock Lake appointed Village of Paddock Lake Trustee John Poole to fulfil the remainder of Renee Brickner's term ending April 2024. Wilmot High School appointed Katie Bjorkman for a three-year term.

12. Standing committee reports

- a. **Asset Inventory & Facilities** – None
- b. **Personnel & Finance** - None
- c. **Policy & Services** - None
- d. **Foundations & Memorials** - None

13. New business

President Fitzgerald requested to add library funding and citizen's comments from the April meeting on June's agenda.

14. Friends of the Library report

Trustee Czischke reported the Friends made about \$1,000 at the May book sale. The August book sale is scheduled for August 3-5.

15. Date, time and location for the next meeting – Monday, June 26, 2023 at Salem at 5:30pm.

16. Adjournment

Motion made by President Fitzgerald to adjourn the meeting at 6:43pm, seconded by Trustee Poole. Passed unanimously.

Minutes respectfully submitted by Director Briese.