



Meeting Minutes

Library Board

Tuesday, February 14, 2023

5:00 PM

La Crosse Main Library
Auditorium (Lower Level)

Agenda Items:

1 Call to Order

PRESENT: Sue Anglehart, Kathy Ivey, Katie Bittner, Aaron Engel, Mac Kiel, Ross Seymour, Araysa Simpson, Jess Thill

ABSENT: Bryan Morris

STAFF: Shanneon Grant, Dawn Wacek, Anita Doering, Russ McClintock, Barry McKnight, Brooke Newberry, Elaine Petersen, Sarah Ludington

The Chair, Sue Anglehart, called the meeting to order at 5:01 p.m.

2 Library Strategies Presentation by Programs & Services Manager David Katz

Ms. Grant introduced Mr. Katz who gave a presentation outlining Library Strategies' approach to strategic planning, including their core services. He answered questions from the Board regarding actionable outcomes, timeline, and gave more detail of the two options of how to collect feedback from the community. He will be providing further information to Ms. Wacek regarding these options.

Ms. Anglehart thanked Mr. Katz for his presentation.

3 Approval of Minutes from Regular Board Meeting – January 10, 2023

**Motion to approve the minutes of January 10, 2023.
(Aaron Engel / Kathy Ivey) Carried**

4 Approval of Minutes from Committee of the Whole – February 7, 2023

**Motion to approve the Committee of the Whole minutes of February 7, 2023.
(Aaron Engel / Ross Seymour) Carried**

5 Approval of Bills & Financial Reports – 13th Month and January 2023

On the 13th Month Financial Report, Ms. Grant pointed out that the Fund Balance (formerly Carryover) lines have been updated to include an estimated amount from 2022 into 2023, after 13th Month spending. Ms. Grant referred to the City's Preliminary General Fund Expenditure and Revenue Reports, which was also included in the Library's financial reports. The expenditure portion of the report reflects that the Library used 97% of its budget.

Ms. Grant noted that in the January 2023 Financial Report, figures are not available in some categories due to the City accounting system, MUNIS. The City Finance Department is working on updating the system and there should be more information in the February Financial Report. She also pointed out that the Restricted Gift Fund page has been updated to reflect that the cost of the fabric sound panels for Main Hall was deducted from the Gertrude Gordon Estate fund.

Motion to approve the bills and financial reports for 13th Month and January 2023.

(Aaron Engel / Katie Bittner) Carried

6 Reports

6.1 Director's Report

6.11 Vacancy Report/New Hire Updates

Ms. Grant was pleased to share that four vacancies have been filled.

The Archives department has filled the two part-time Associate Librarian positions that were restored in the 2023 Operating Budget: Meghan Hoefling and Sarah Ludington begin their new positions in early March.

Cole Zrostlik, formerly at WRLS, has accepted the Business Services position and starts with us on February 27th.

Donald Greengrass has accepted the part-time Patron Relations position. Don starts with us on March 3rd.

6.12 Operational Updates

Ms. Grant made the Board aware of some changes happening regarding the locations of the Creation Space and the Collection Management department. The spaces will be swapped, which will not only address some challenges raised with the opening of the Creation Space, but will provide better public access to this popular space. Our Collection Management department will be moving to the lower level which has functioned as a workspace in the past when occupied by WRLS. This swapping of spaces will begin March 4th, with a tentative re-opening of the Creation Space on March 18th.

The new LPL website launched today. Ms. Grant acknowledged the many hours of work that a committee of staff members put into this project. She noted that Daniel Whitmore, the IT manager specifically mentioned Heather Miller's leadership and work in getting this done. This improved functionality of the site as a whole, as well as the visibility of Library programs and events on related pages such as Friends of the Library and Youth Services.

6.13 Programming Highlights

Ms. Grant referenced the Library's February newsletter which is packed with many great programs. She highlighted the Hmong Diaspora display and spotlight collection on the second floor and recommended viewing it before it closes at the end of the month.

6.14 2024-2028 Capital Budget Process Overview

Ms. Grant reviewed the focus of Capital Budgets from 2021 and 2022, and gave an overview of what is projected for the coming years.

There was further discussion of the Capital Improvement Budget in relation to strategic planning.

6.2 Committee of the Whole Report

6.21 Approval of Computer Use Policy

Ms. Anglehart reviewed the need for this policy. Ms. Wacek noted that use of the internet by minors is addressed in the Child Safety Policy and the library card registration form.

**Motion to approve the Computer Use Policy.
(Kathy Ivey / Aaron Engel) Carried**

6.22 Approval of Fund Balance Policy

The purpose of implementing the policy was reviewed. Ms. Grant clarified that the City financial system, MUNIS, cannot further categorize the Fund Balance. There was discussion regarding the limits inherent in the policy as worded in the draft.

**Motion to approve the Fund Balance Policy with the change to strike “no more than \$50,000” from paragraph two and insert “one to two percent of the Library’s Operating Budget” in its place.
(Katie Bittner / Aaron Engel) Carried**

6.23 Approval to Use Carryover/Fund Balance to Fund Strategic Planning Expenses

Ms. Grant underlined a healthy Fund Balance above the contingency amount as specified in the newly approved Fund Balance Policy. She noted that in 2016 the Board approved an amount not to exceed \$50,000 for strategic planning expenses. Ms. Grant clarified that the maximum amount being requested for the 2023 strategic planning process is considerably less. There was discussion of the advantages to utilizing the Implementation add-on offered by Library Strategies.

**Motion to approve the use of no more than \$35,000 of Carryover/Fund Balance to Fund Strategic Planning Expenses.
(Aaron Engel / Ross Seymour) Carried**

6.24 Approval of Strategic Planning Consultant

**Motion to approve Library Strategies as Strategic Planning Consultant.
(Aaron Engel / Araysa Simpson) Carried**

7 New Business

None.

8 Old Business

None.

9 Public Comment / Other

None.

10 Topics for Future Meetings

10.1 2022 Annual Report

11 Adjournment

Time: 6:29

**Motion to adjourn.
(Aaron Engel / Katie Bittner) Carried**

La Crosse Public Library Board of Trustees Members:
Sue Anglehart, Kathy Ivey, Katie Bittner, Aaron Engel, Mac Kiel, Bryan Morris, Ross Seymour,
Araysa Simpson, Jess Thill