



## Meeting Minutes

### Library Board

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Tuesday, July 8, 2025

5:00 PM

La Crosse Public Library  
Auditorium (Lower Level)

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#### Call to Order

*The Vice Chair, Kathy Ivey, called the meeting to order at 5:00 p.m.*

*PRESENT: Kathy Ivey, Aaron Engel, Erin Raymus, Jessica Thill, Mac Kiel, Araysa Simpson, Katie Bittner, Rosanne Northwood (joined at 5:15 p.m.)*

*ABSENT: Sue Anglehart*

*STAFF: Dawn Wacek, Daniel Whitmore, Brooke Newberry, Cynthia Arauz, Miranda Greeno*

#### Agenda Items:

#### 1 Approval of Minutes from Regular Board Meeting – June 10, 2025

**Motion to approve the minutes from the regular Board meeting of June 10, 2025.**

**(Aaron Engel/Erin Raymus) Carried**

#### 2 Approval of Minutes from Committee of the Whole – No Meeting July 1, 2025

#### 3 Approval of Bills & Financial Reports – June 2025

**Motion to approve the bills and financial reports from June 2025.**

**(Aaron Engel/Araysa Simpson) Carried**

#### 4 Reports

##### *4.1 Director's Report*

##### *4.11 Vacancy Report*

*Director Wacek shared with the Board that the vacant Associate Librarian position in Frontline, created when Livi Hackbarth accepted the Public Experiences Librarian position, has been filled by Alicia Alexander, who has been with the library since 2015. She will be taking the lead on services provided at the Help Desk.*

*As planned, the Outreach and Marketing Librarian position was posted internally and filled by Bill Ives. Ella Schneider is filling Bill's previous role as an Associate Librarian in Frontline.*

*Ms. Wacek shared that she is working through the job duties and needs for the Deputy Director position.*

#### *4.12 Operations and Service Updates*

*LPL is already halfway through the Summer Library Program! The Public Experiences and Outreach and Marketing teams have been putting together fantastic programs for all ages almost every day of the week.*

*Meanwhile, the Frontline and Resource Management teams have increased coverage to ensure the home bases of Main and North always have a friendly face at the service points. Resource Management is continuing to work on collections and planning for next year.*

*Director Wacek shared that she has now met with all public facing teams, except for Archives, who meet as a team later in summer. These meetings have allowed Ms. Wacek to receive some helpful feedback and chat about how the day-to-day workflow is going now that the Library is six months into the restructure. She has heard some great suggestions for improving communication and collaboration across teams, as well as some good insight into where there continue to be struggles. Committees will be returning.*

*Facilities Supervisor Trif Dolbier worked incredibly hard on a recent issue with the chillers. As hot and humid as it has been, Library staff are grateful for his knowledge and skill in keeping the chillers running.*

*IT completed a firewall network and internet migration that took a great deal of time and expertise from Supervisor Braedon Monroe.*

*Infrastructure Manager Daniel Whitmore purchased a 2025 Chrysler Pacifica for LPL and the van has arrived.*

*Weather has been an issue this month with severe thunderstorms and tornado warnings. Library leadership realized a gap in preparedness. Kudos to Operations Manager Cynthia Arauz for communicating with new supervisors and refreshing all staff on procedures as well as Public Services Manager Brooke Newberry who is working on a decision tree for staff to utilize during severe weather situations.*

#### *4.13 Construction Update*

*Director Wacek met with Sam Furtak and Chad Lindberg from Market and Johnson. Sam is overseeing the project, but Chad will be the day-to-day contact. Bi-weekly meetings are scheduled for the team beginning in August. The team posted the required signage on the south side of the building near the entrance.*

*The furniture bids came back on the second round with sole bids for four out of the five. Documentation has been sent to the DOA. One bid received 0 eligible bids and will be either rebid or selected via Vendornet after investigating best practice.*

#### *4.14 Grant Administration Update*

*MSA Professional Services will be sending in an updated budget request to include both Grant Administration and the bathroom remodel once the furniture numbers are finalized. They will also handle documenting the sole bidders for the furniture bids.*

*The Library received its first grant reimbursement.*

#### *4.15 Capital Campaign Discussion*

*Ms. Wacek expressed to the Board that she had a wonderful meeting with Ellen Hongerholt with Crescendo Fundraising Professionals. They were recommended locally and worked on both the Eau Claire and Somerset Libraries as well as the Children's Museum here in La Crosse.*

*The suggestion was that LPL posts an RFP for the feasibility study this fall and has a kick-off in summer 2026 during SLP. This would be a good time to kick-off as the fundraising will be focused on children and teen spaces.*

#### *4.16 Budget Forecast*

*Director Wacek discussed the budget forecast with the Board. The Board considered how they may want to communicate with the community, any advocacy role with City Council during the budget process, and service priority discussions if cuts are expected. Ms. Wacek will be meeting with Mayor Shaundel and Finance Director Chadwick Hawkins to discuss the budget on Monday, August 11. More information will follow.*

## **5 Old Business**

### *5.1 Fund Balance Priorities – Library Maintenance Vehicle Request*

*Mr. Whitmore has been researching plow trucks and believes he can find a used vehicle within the cost of the remaining amount the Board had previously approved for use on a van. As the van came under budget, LPL would like to utilize the remaining funds set aside for the van to purchase a plow vehicle.*

*5.11 Request to approve up to \$30,045 from Fund Balance for plow vehicle*

**Motion to approve up to \$30,045 from Fund Balance for plow vehicle.**

**(Aaron Engel/Erin Raymus) Carried**

### *5.2 Gift – Acknowledgement of Director Grant*

#### *5.21 Historical Expenditures Review*

*Previous retiring Trustees had \$1,000 gift in their honor, including most recently Judy Boeffler and Sara Sullivan. Previous Director retirement of Kelly Krieg Sigman included a \$400 personal gift card as well as a party at the Pump House totaling \$3,500.*

*In comparison, Shanneon Grant's retirement celebrations were funded at the same rate as other staff, totaling \$300. Ms. Grant requested any funds in her honor be used for staff appreciation, snacks, and other fun.*

*5.22 Approval to allocate funds from Special Trustees to be used for staff in recognition of S. Grant*

**Motion to approve \$2,000 from Special Trustees to be used for staff in recognition of S. Grant.**

**(Araysa Simpson/Katie Bittner) Carried**

## 6 New Business

### 6.1 Board Statement – Special Trustees Expenditures

#### 6.12 Adopt as Addendum to Trustee Bylaws

**Motion to adopt as an addendum to Trustee Bylaws.**  
**(Aaron Engel/Katie Bittner) Carried**

### 6.2 Director's Hospitality

#### 6.21 Request to approve \$5,000 from Special Trustees for 2025-2026

**Motion to approve \$5,000 from Special Trustees for 2025-2026.**  
**(Aaron Engel/Erin Raymus) Carried**

### 6.3 Staff Day – Date Adjustment

*Director Wacek asked the Board to support shifting the staff day to Monday, October 20. She met last week with Beth Wahler, who takes a social work approach to training staff. She comes highly recommended by other libraries.*

**Motion to move staff day to Monday, October 20.**  
**(Aaron Engel/Katie Bittner) Carried**

### 6.4 Potential Closures – Construction

*At the construction meeting, the potential for unforeseen closures due to plumbing, electric panels, etc. were discussed. Director Wacek asked the Board to approve construction-related closures in the same way the Director is empowered to close in weather emergencies, allowing for discussion with Board leadership and pay for staff who are scheduled to work those dates.*

#### 6.41 Request to approve Library Director emergency closures as needed

**Motion to approve Library Director emergency closures, in consultation with Board President, as needed.**  
**(Katie Bittner/Aaron Engel) Carried**

## 7 Topics for Future Meetings

### 7.1 Visit from Community Foundation Staff – Delayed

### 7.2 RFP – Fundraising

### 7.3 Mural – Arts Board Collaboration

### 7.4 Update on Service Dog Policy/ Procedures

### 7.5 Community Member Grievance Policy/ Procedure

## 8 Public Comment / Other

**Adjournment at 5:59 p.m.**

**Motion to adjourn.  
(Aaron Engel/Erin Raymus) Carried**