



## Meeting Minutes

### Library Board

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Tuesday, June 13, 2023

5:00 PM

La Crosse Public Library  
Auditorium (Lower Level)

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#### 1 Call to Order

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

*PRESENT: Sue Anglehart, Kathy Ivey, Katie Bittner, Ross Seymour, Araysa Simpson, Jess Thill*

*ABSENT: Erin Raymus, Aaron Engel, Mac Kiel*

*STAFF: Shanneon Grant, Barry McKnight, Elaine Petersen, Dawn Wacek, Anita Doering, Russ McClintock, Cole Zrostlik, Cynthia Arauz*

#### 2 Introduction of Library Board Member, Erin Raymus

*Ms. Raymus was unable to attend the meeting. Introductions will be postponed until July.*

#### 3 Approval of Minutes from Regular Board Meeting – May 9, 2023

**Motion to approve the minutes from the regular Board meeting of May 9, 2023.  
(Kathy Ivey/Ross Seymour) Carried**

#### 4 Approval of Minutes from Committee of the Whole – No June Meeting

#### 5 Approval of Bills & Financial Reports – May 2023

**Motion to approve the bills and financial reports from May 2023.  
(Katie Bittner/Kathy Ivey) Carried**

## 6 Reports

### 6.1 Director's Report

#### 6.11 Vacancy Report / New Hire Updates

After 35 years of service, Mary Belling is retiring. Library Assistants Blaire Lund and Marcellese Powell are leaving us in pursuit of other opportunities. Joining our Circulation team as Library Clerk is Kayla Price.

#### 6.12 Operational Updates

LPL is in the planning stages for the 2023 Staff Development Day October 13th featuring a presentation by David Vinjamuri. In addition to teaching Marketing and Public Relations at NYU, David consults on library space and design. Ms. Grant participated in a WRLS workshop in 2022 and was impressed with his ideas on display and space that have a big impact without remodeling. Ms. Grant mentioned this opportunity in case any Board members were interested in attending.

#### 6.13 Programming Highlights

There were over 500 participants at the Summer Kickoff event with our County Library partners on June 3rd, 200 people at Pokémon event last week, and 80+ at our first Fairytale Frolic, it's going to be a busy summer with 77 programs offered for youth and families. There is also a summer library program geared for adults.

#### 6.14 Strategic Planning Updates

Ms. Grant extended appreciation to our Board members who suggested participant names for strategic planning focus groups. Invitations are being sent. Library Strategies consultants will be in La Crosse on July 17 & 18 to conduct focus groups and facilitate staff input.

#### 6.15 Facilities Report

Library staff updated the Board on two facilities assessments that along with the strategic plan, will inform decisions for future Capital Improvement Project requests. Facilities Manager Russ McClintock spoke about ongoing planning to address facilities issues, highlighting priorities in the updated Library Facilities Project Forecast spreadsheet. Mr. McClintock further explained that the recently conducted City Facilities Condition Assessment provided comprehensive, detailed reports on every City owned building, including three library facilities. These documents further support the prioritization of HVAC needs, laying the groundwork for discussion on a new Condensing Unit at the North Branch Library.

### 6.2 Committee of the Whole Report – No June Meeting

## 7 New Business

### 7.1 Approval to Use Fund Balance to Replace Condensing Unit at North Library

Several HVAC items were categorized as priority needs on the Library's Facilities Project list, dating back to 2019. When the City began a Sustainability project with Johnson Controls, Mr. McClintock identified the HVAC systems at North as a high priority. During the three phases of the Sustainability project, the North condensing unit was not replaced and is now in failure. Mr. McClintock recently communicated HVAC needs to City leadership, representing LPL in the library's CIP meeting with City Finance and the Mayor. Mr. McClintock presented the Library Facilities Project Forecast spreadsheet and discussed ongoing HVAC concerns.

With the North condensing unit failing, Ms. Grant requested approval of utilizing Fund Balance, which would leave \$69,177 available after strategic planning expenses.

Motion to approve the use of \$51,500 out of Fund Balance to replace condensing unit at North Library.  
(Katie Bittner/Kathy Ivey) Carried

## 8 Public Comment / Other

None.

## 9 Topics for Future Meetings

9.1 Annual Election of Officers at July Meeting

9.2 2024 City Operating Budget Process

9.3 Policy Updates: Creators Corner Policy and Volunteer Policy

9.4 Library Facilities Assessment from Bureau Veritas

## 10 Old Business

### 10.1 Library Director's Evaluation (CLOSED SESSION)

#### CLOSED SESSION

Motion to convene in closed session under the exemption set out in Wisconsin Statutes 19.85(1)c which reads as follows: Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and will reconvene again in open session.  
(Araysa Simpson/Katie Bittner) Carried

Time: 5:56 p.m.

Roll Call Vote:

- Sue Anglehart Aye
- Kathy Ivey Aye
- Katie Bittner Aye
- Ross Seymour Aye
- Araysa Simpson Aye
- Jessica Thill Aye

Motion to reconvene into open session.  
(Ross Seymour/Araysa Simpson) Carried

Time: 6:27 p.m.

Roll Call Vote:

- Sue Anglehart Aye
- Kathy Ivey Aye
- Katie Bittner Aye
- Ross Seymour Aye
- Araysa Simpson Aye
- Jessica Thill Aye

Motion to approve a salary step increase for the Library Director from Grade 18, step 1, to Grade 18, step 2.  
(Kathy Ivey/Katie Bittner) Carried

Motion to approve the replenishment of Director's Hospitality Fund in the amount of \$4,000 to come from Special Trustees Fund.  
(Ross Seymour/Kathy Ivey) Carried

## 11 Adjournment

Time: 6:31 p.m.

Motion to adjourn.  
(Araysa Simpson/Katie Bittner) Carried