

COW MEETING NOTES

Monday, Dec. 2, 2019

Katie Bittner and Jodi Ehrenberger absent and excused.

Shanneon Grant, Cynthia Arauz, Lou Kalis, Loretta Kilmer, Alan Mask, Russ McClintock and Elaine Petersen were also present.

- The group reviewed the bills as presented. Araysa moved to recommend approval of the November 2019 bills, with a second from Cat. Motion carried.
- Sue provided background on the North Technology Enhancement Project and explained how the unspent allocation will be used for roof replacement and solar panel project. Special Trustees funds will be used to complete the North Community Library project. Shanneon noted a pending invoice of \$5,758.68 for cameras, and Lou provided an update on the wiring project (8 indoor and 4 outdoor cameras). An additional \$4,000 may be needed for wiring. Table options were discussed. An initial bid of \$32,000 was rejected due to the amount. Another option is Staples at \$14,100.59. The benefit of using Staples is their ability to move furniture for us if needed. This option also provides space between the tables and more room for use. The third option is flat tables, which would have no place for cabling (4 tables for \$2,000). Chairs will also be needed and were priced at \$270 each (\$3,240 for 12). Loretta is still waiting for pricing on 6 stools for the pub charging tables. Gary moved to recommend approval of the Staples option, with a second from Kathy. After further discussion it was decided to wait until all pricing was received next week, Gary withdrew his motion.
- Shanneon provided an outline for the Strategic Planning Retreat, which is scheduled for Saturday Dec 7, 8:30am at UW-L. The first two hours will include managers, and begin with a “lead the change” activity by Dawn. Russ will provide a facilities inventory, which ties into the 5-year capital improvement plan. The By-Law Committee will provide an update and next steps, Shanneon will provide a copy of last year’s goals and new goals will be discussed. She will also provide an organizational structure update. In-House security and safety issues will be discussed as well as goals for Main Hall and the South Community Library project. Elaine will post a public notice for the retreat, as well as email details to participants later in the week.
- A list of 2020 Library closure dates was reviewed. Shanneon noted that the July 4th holiday falls on a Saturday, therefore the library will be closed Friday July 3 as well. She spoke with City HR Director David Buroker, and noted City will be closed that same dates. Gary moved to recommend approval of the 2020 Closure dates, with a second from Jeff. Motion carried.
- Friends of the Library have historically served wine at their annual meeting, and have requested board approval to serve wine for their January 18, 2020 meeting. Kathy moved to recommend approval of wine being served at the annual Friends of the Library meeting, with a second from Cat. Motion carried.

- Shanneon explained the In-House check process and reimbursement from Special Trustees. As Trust Point doesn't function like a bank with cash on hand, reimbursement requests are paid with In-House checking then accumulated until several reimbursements are needed. Then one lump sum request is submitted to Trust Point. Shanneon is requesting reimbursement of \$410 for last year's board retreat, and \$459.13 for the balance of Kelly Krieg-Sigman's retirement reception. Gary moved to recommend approval of \$869.13 from Special Trustees for the above requests, with a second from Jeff. Motion carried.