

Library Board Meeting Minutes, November 1, 2016

Attending Board Members: Arne Carlson, Ron Erickson, Sharon Foss, Shirley Miller-Frey, Adrienne Gyllen, Wendy Peterson and Liesel Virchow

Absent Board Members: Annie Minich

Others attending: Library Director Sarah Adams, St. Croix Falls Mayor Brian Blesi

President Foss called the meeting to order at 4:30 pm.

Approval of Minutes

Liesel moved, Adrienne seconded and the Board approved the October 11, 2016 minutes.

Public Comment: There was no public comment.

Continuing Business

Human Resources

Arne believed the report is in but it has not been reviewed by the Council.

He expects the report will be reviewed by the Council in two weeks at the next Council Meeting.

Budget

Mayor Brian Blesi attended the meeting and stated the City of St. Croix Falls budget will be finalized at the City Council's November 28 meeting. He noted that the working budget amount for the library he will request for the Library will be \$120,000. He passed out a spreadsheet and described this as an amount that will keep basic library services going. He noted that the building was valued at 1.1 million and the annual replacement cost insurance for that amount would be \$894. This lower insurance cost could partially offset the reduction from the 2016 amount the City allocated. He stated the City has no reserves. Other departments are also being cut. There is another health insurance program the City is reviewing that Barron has adopted. First year premiums are low but may require health care in Eau Claire and a three year commitment by the City with no way to leave and no guarantee 2nd and 3rd year premiums might rise. The Mayor stated the Employee Handbook revision has been completed and he expects the Council to adopt it. The mayor will provide a copy to Sarah. Levee limits, professional requirements, reserve requirements and interest increases are higher in 2017. Ron noted the proposed City contribution is a 13% cut from 2016. Sharon mentioned the library will also be picking up insurance costs on the building and the requested budget is not asking for that. Adrienne mentioned that a lower budget will lower future year Act 150 revenues from the counties. The mayor stated lower health care costs and lower building insurance will help with this cut to the library. Sarah suggested a five year plan for city expenditures would be a big help in planning future Library budgets. Adrienne inquired about where the money for the City Administrator position went. The Mayor reported this money--\$115,000--was spent on professional services in 2016. The Mayor does not believe an administrator would bring that much value to the city at this time. He also noted that Wisconsin Act 10 prohibits requiring residency for key City positions like the City Administrator. There is a month until the city budget will be finalized. The Mayor expects the Council will approve maxing out its levee request. In a response to a question from Sharon, the Mayor said any unallocated funds in the City budget will be placed in the professional services line.

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New Business:

None

Director's report and statistical report

Sarah reported that 70 people attended Phil Peterson's talk on his 2nd book about Prohibition. Sarah has reviewed the replacement value of the building and contents for insurance purposes. Reducing the replacement value for the building to \$1,500,000 and contents to \$950,000 could reduce the insurance by \$1199/year. The group discussed whether the estimated \$200/square footage replacement covered all costs. Sarah will talk with the insurance person about whether demolition was included in replacement. If an answer is needed prior to the next board meeting Sarah will error on the side of having more insurance rather than less. The Friends of the Library have produced a new rack card. Giving Tuesday is scheduled for November 29. Sarah is still gathering quotes for carpet and chair cleaning.

Sarah noted that circulation of books in October was down from 2015 but noted this is a trend seen at other local libraries. Sarah will be working on some ideas for improving book circulation in November.

Financial Report

Sarah reported expenditures are at 81% which is 1 % under 82% projected.

Approval of monthly expenditures: The Board signed for expenditures.

Committee Report

There were no committee reports.

Agenda items for next meeting, December 6 from 4:30-5:30 pm

Review City's human resources report.

Finalize budget.

The Meeting was adjourned at 6:15 p.m.

Submitted by Ron Erickson, 11/10/16