

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, JULY 17, 2024, @ 6:30 P.M.
HYBRID MEETING IN CARNEGIE ROOM
& VIA ZOOM



PRESENT: Lora Klitzke, President; Teri LeSage (virtual); Jean Ligocki, City Council Representative (virtual); Sharon Meilahn Bartlett, Vice-President; Trista Richards; Dayna Verstegen (virtual)

ABSENT: Ken Axe; Erin Meinholz; Siri Vienneau, Student Trustee

ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Administrative Assistant; Lesley Johnson, Friends of the Stoughton Public Library President

- I. CALL TO ORDER. 6:32 P.M. by President Lora Klitzke
- II. REVIEW OF AGENDA & CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW.
- III. CONSENT AGENDA. *Motion to approve:* Meilahn Bartlett. *Second:* Verstegen. *Vote:* 6-0.
- IV. FRIENDS OF THE LIBRARY REPORT. Johnson shared that the Friends' 40th anniversary celebration may be held in October; they are collecting donations in memory of Nancy Keeney; the next mini-golf event is tentatively scheduled for March 16, 2025; the wine and cheese tasting fundraiser is sold out; the drawings for the fall fundraising raffle will be held September 28; the Friends will be at the Farmer's Market and at National Night Out (August 6).

[Johnson left at 6:42 P.M.]

- V. RECOGNITION OPPORTUNITIES. n/a
- VI. PUBLIC COMMENT PERIOD. n/a
- VII. REVIEW/DISCUSSION OF CORRESPONDENCE. Ramsey shared two thank you notes, one from the Perfect Harmony Chorus and one from the Stoughton Food Pantry.
- VIII. EDUCATION UPDATES. Meilahn Bartlett noted that the Madison Public Library is discussing possibly reducing hours in all branches in 2025 because of city budget shortfalls.
- IX. BOARD IN-SERVICE: TRUSTEE ESSENTIAL #8: DEVELOPING THE LIBRARY BUDGET. Ramsey presented.
- X. DIRECTOR'S REPORT. In addition to his written report, Ramsey noted that there is no word yet on a replacement for Stoughton Area School District Representative Kristin Rosenberg. He also shared the design for the new staff tote bags.
- XI. COMMITTEE REPORTS
 - A. Finance: did not meet
 - B. Personnel: met July 15. The committee will report at the August meeting.
 - C. Planning: did not meet
 - D. Policies: did not meet
- XII. OLD BUSINESS. n/a
- XIII. NEW BUSINESS.

- A. Appointment of ad hoc Trustee Recruitment Committee by Board President . The committee tentatively consists of LeSage, Meinholz, and Verstegen.
 - B. Presentation of preliminary 2025 budget by Library Director. Ramsey presented. At this early stage, the draft budget contains only revenue figures from Dane County and adjacent county reimbursements, plus revenue from library fees and copying/printing services. The largest source of revenue, the City's contribution in the form of the transfer from the General Fund won't be known until later this summer or early fall. Likewise, the Library's personnel expenditures, which are typically around 80% of expenditures, won't be available until later in the budget process. Ramsey provided a draft version of the budget that included non-personnel expenses. He will present the complete 2025 operating budget to the Board's Finance Committee when the revenue and expenditure figures mentioned above are available.
- XIV. PENDING AGENDA ITEMS.
- A. Discussion of library closures on federal holidays not currently designated as paid holidays by the City of Stoughton: Presidents' Day, Juneteenth, Indigenous Peoples' Day, and Veterans Day.
 - B. Reminder for standing committees to review, and possibly report on, their progress toward the 2024 Board Goals throughout the year.
 - C. Discussion of additional funding sources for library programming and operations.
- XV. ADJOURNMENT. *Motion to adjourn at 7:43 P.M.:* Meilahn Bartlett. *Second:* Ligocki. *Vote:* 6-0.

Minutes taken by Sarah Monette.