

**Sauk County Library Board
Agenda
Tuesday, January 21, 2020
9:00 a.m.
Baraboo City Hall – Room 205
101 S. Blvd, Baraboo**

1. Call to order and verification of compliance with the open meetings law
2. Adoption of Agenda
3. Approval of the minutes of the November 19, 2019 meeting in Sauk City
4. Election of officers
5. Review annual calendar of tasks
6. Review of County Library Board Bylaws
7. SCLS report - Marty Van Pelt, SCLS Director
8. Librarians' reports - Directors in attendance
9. Next meeting and adjournment.

Distribution

Board Members:

Pat Andreesen
Craig Braunschweig
Joan Fordham
Peggy Heidenreich
Sue Meise
Barbara Morford
Terry Slack

Others:

Sauk County Clerk's Office
Sauk County Public Librarians (10)
Martha Van Pelt, SCLS

**Sauk County Library Board Meeting
November 19, 2019
Future home of the Sauk City Library
Minutes**

Board members present: Sue Meise, Joan Fordham, Craig Braunschweig Terry Slack, Barbara Morford, Pat Andreessen, Peggy Heidenreich

Others present: Mark Ibach (SCLS), Emily Judd, Sue Ann Kucher, Cindi Morgan, Nicholas Studnicka, Katie Schofield, Raina Roloff, Lauren White, Jessica Bergin

1. Braunschweig called the meeting to order at 9:03 and verified compliance with open meetings law
2. Andreessen moved and Meise seconded to approve agenda, Passed
3. Fordham moved and Morford seconded to approve the July minutes, Passed
4. SCLS report: Ibach updated the board on the December LINKcat software upgrade. Press releases have been issued featuring changes and new features. He mentioned the upcoming All Directors meeting and changes in the instructions to the annual report.
5. Discussion and decision on 2020 budget disbursement, as approved by the County Board. Heidenreich moved to approve the County Library Budget as approved by the County Library Board at the July meeting. Passed. Discussion concerned distribution of the technology funds. Meise moved and Morford seconded to divide the technology funds as has been done in the past, equally between the 9 Sauk County libraries. Passed
6. Librarians' Reports:

Sauk City Public Library-Emily Judd

Harmony Construction won the bid for the library's renovations. The estimated cost of the project is now \$832K. We'll have a groundbreaking ceremony on December 5. The state historical society had several changes that we're trying to address. We moved entirely to Sprint for hotspots. The lower price allowed us to have 8 instead of 4. Another major benefit of Sprint is there is no throttling of data. Our extra services--Kanopy movie streaming service and hoopla--are going well and are very popular with patrons. \$1 a bag flash book sale--95 bags sold
Recent programs include: Teen VR drop in, Family Movie Night, UFOs of Wisconsin Chad Lewis Trunk or Treat, Wisconsin Science Festival: The Physics Experience-Had an Alliant Energy grant that covered it, Adult Car Making-Jayne Statz-Paynter, Spooky Sock Buddies. Upcoming programs will include Stuffed Turkey Craft, Friends of the Library Rummage Sale, Gift Wrapping Fundraiser 12/14, Santa Storytime, Countdown to Noon

Reedsburg Public Library – SueAnn Kucher

Senior Monday Funday Program has continued at REE. Fun program with games, crafts, etc for adults. Movie and a Meal program has been successful - November event had over 30 attendees
2nd Annual Friends of the Library Bread Sale is November 21. Cookbook discussion one Sunday each month has been well attended. Over 5000 uses to date on the House History files digitized by the Library through SCLS project. All staff have completed training for ILS update "Bibliovation"
Santa will be at the library 12/17 at 6pm for Family Fun Night.

Baraboo Public Library – Jessica Bergin reported on their \$2.5 million donation for the library renovation/ expansion. Will break ground for the Carnegie-Schadde Memorial Public Library in spring of 2021 for a 2 phase project. Library to be closed 11/22 for staff inservice which will include training for the new ILS system and a visit to the new Waunakee Public Library.

Ruth Culver Library – Lauren White reported on their grant to provide library service to Bluffview. The library has also started a circulating "Binge Box" in which a series of themed movies circulate together in a case. November 30 staff inservice will include Dementia Friendly training.

North Freedom – Raina Roloff reported on their murder/ Mystery dinner and Packers kits.

Rock Springs – Katie Schofield reported on their program attendance, circulation, children's activities and plans/ grants for their building. They are working on a digitization project to document village ordinances. The mural they received a grant to complete will be mounted on the fire station.

Plain – Nicholas Studnicka reported on their family movie night, senior adult movie, WIFI and progress on their long range plan. Building upgrades will include new community room chairs and tables as well as blinds in the Children's Area.

LaValle – Cindi Morgan reported on their programming grant and Santa visit.

7. Next Meeting set for January 21 at 9 a.m., tentatively at the Baraboo City Hall.
Future 2020 meetings set for May 12 in North Freedom, July 14 in Spring Green, and November 17 in Wisconsin Dells.

Adjournment: Morford moved and Meise seconded to adjourn. Passed.

Submitted: Peggy Heidenreich

Sauk County Library Board – Annual Calendar

Month	Meeting	Board	Resource Library	Librarians	SCLS
Jan/Feb	Board	<ul style="list-style-type: none"> -Election of officers -Review Bylaws -Library Service plan -New member orientation 	<ul style="list-style-type: none"> - Agenda, Docs for meeting -County Library Board Website - Updated Library/Board list - Docs for new member orientation 	DPI Annual Reports	New member orientation
Mar/Apr			<ul style="list-style-type: none"> - Performance Output doc for review in May/June 	Output measures to Resource Library	
May/June	Board	<ul style="list-style-type: none"> -Review reimbursements to libraries in coming year -Review Output Measures -Planning for budget request -Form budget Subcommittee 	<ul style="list-style-type: none"> - Agenda, Docs for meeting - Performance Output doc 	Cross-Border Invoicing (by July 1)	Cross-Border invoicing
Jul/Aug	Budget Sub. Board	<ul style="list-style-type: none"> -Consider finalization of budget request for Finance Committee consideration 	<ul style="list-style-type: none"> - Agenda, Docs for meeting(s) -Request adjacent county reimbursement requests from County Clerk -Update budget spreadsheet -Forward finalized budget request to County Clerk 		Calculate amount to exempt from county library tax; Send to municipalities in Sauk County
Sep/Oct		<ul style="list-style-type: none"> -Present budget request at County Finance Committee hearing -Advocate for libraries in county budget, if necessary 	<ul style="list-style-type: none"> -Present request at County Finance Committee hearing -Send municipal exemptions to County Clerk office by Oct 31 	-Send municipal resolutions to Resource Library	
Nov/Dec	Board	<ul style="list-style-type: none"> -Appointment/reappointment of members with expiring terms -Reallocate lines in budget, if necessary, following budget approval in November 	<ul style="list-style-type: none"> - Agenda, Docs for meeting - Send budget request to SCLS for invoicing in January 		

Reviewed 01/12/2016

Sauk County Library Board – Annual Calendar
DRAFT - 01/2002

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Jan/Feb	Board	<ul style="list-style-type: none"> -Election of officers -Review Bylaws -Library Service plan -New member orientation 	<ul style="list-style-type: none"> - Agenda, Docs for meeting -County Library Board Website - Updated Library/Board list - Docs for new member orientation 	-DPI Annual Reports	
Mar/Apr			<ul style="list-style-type: none"> - Performance Output doc for review in May/Jun -Submit Performance Output & Summary to Sauk County Board 	-Output measures to Resource Library by April 1	
May/Jun	Board	<ul style="list-style-type: none"> -Review reimbursements to libraries in coming year -Review Output Measures -Planning for budget request -Form budget Subcommittee 	<ul style="list-style-type: none"> - Agenda, Docs for meeting - Performance Output doc 	-Cross-Border Invoicing (by July1)	Cross-Border invoicing
Jul/Aug	Budget Sub. Board	Consider finalization of budget request for Finance Committee consideration	<ul style="list-style-type: none"> - Agenda, Docs for meeting(s) -Request adjacent county reimbursement requests from County Clerk -Update budget spreadsheet -Forward finalized budget request to County Clerk 	-Participation on budget subcommittee as requested by Board	Calculate amount to exempt from county library tax; Send to municipalities in Sauk County
Sep/Oct		<ul style="list-style-type: none"> -Present budget request at County Finance Committee hearing -Advocate for libraries in county budget, if necessary 	<ul style="list-style-type: none"> -Present request at County Finance Committee hearing -Send municipal exemptions to County Clerk office by Oct 31 	-Verify Municipal Resolutions to exempt from County Library Tax completed and sent to County Clerk & Resource Library	
Nov/Dec	Board	<ul style="list-style-type: none"> -Appointment/reappointment of members with expiring terms -Reallocate lines in budget, if necessary, following budget approval in November 	<ul style="list-style-type: none"> - Agenda, Docs for meeting - Send finalized budget to SCLS - Send finalized budget to County Finance Office; coordinate for payment of library reimbursement and cross-border payments 		

Reviewed

Bylaws of the Sauk County Library Board

Article I – Name

This organization shall be called the “Sauk County Library Board,” existing by virtue of the provisions of Chapter 43 of the laws of the State of Wisconsin and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II – Members

Section 1. Members must be residents of Sauk County and are appointed by the Chair of the Sauk County Board of Supervisors with the approval of the Sauk County Board. The Library Board shall consist of seven (7) members, each of whom serve three-year terms. The term of office shall begin in the month of January. As set forth in ss. 43.57 (4) the board shall include at least one school district administrator of a school district located in whole or in part in the county, or that school district administrator's designee, and one or 2 county board supervisors. Board membership should reflect an equitable geographical distribution. In the case of resignation, the County Board Chair, with the approval of the Sauk County Board, shall appoint a new member to fill the unexpired term.

Section 2. The Sauk County Library Board shall recommend prospective members to the Sauk County Board Chair as the need arises.

Section 3. Any member who moves out of the county shall be responsible for notifying the Secretary of the Library Board. Upon receipt of such notification, the position shall be declared vacant. It shall be the duty of the Library Board Chair to notify the County Board Chair of the vacancy, and, by direction of the Library Board, suggest to the County Board Chair the names of persons who may qualify to fill the position.

Section 4. When any trustee fails to attend three consecutive meetings of the Board, the Chair of the Library Board may notify the appointing authority, request the disqualification of the trustee, and suggest other prospective persons qualified to fill the position.

Article III – Officers

Section 1. The officers shall be the Chair, Vice-Chair, and Secretary. All officers shall be elected from among the appointed members at the first Board meeting of the calendar year. Vacancies shall be filled by election at the next regularly scheduled meeting after the vacancy occurs.

Section 2. Officers shall serve a term of one (1) year from the annual meeting at which they are elected and until their successors are duly elected. Elected officers may serve a maximum of three (3) consecutive terms in their respective office.

Section 3. The Chair shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve

as an ex officio voting member of all committees, and generally perform all duties associated with that office.

Section 4. The Vice-Chair shall, in the event of the absence or disability of the Chair, or of a vacancy in that office, shall assume and perform the duties and functions of the Chair.

Section 5. The Secretary shall keep a true and accurate record of all meetings of the Board, submit a copy of the minutes of each Board meeting to the Clerk of Sauk County as well as to a representative of the South Central Library System in a timely manner, preside over meetings in the absence of the Chair and Vice-Chair, and perform other duties generally associated with that office.

Article IV – Duties

Section 1. The Board shall prepare an annual budget for support of County Library services and present it to the Sauk County Board.

Section 2. The Board shall recommend to the Sauk County Board Chair prospective representatives to serve on the South Central Library System Board.

Section 3. The Board shall, in addition, have all the other powers and duties as set forth in ss. 43.57 (5) and (6) and 43.58, Wisconsin Statutes.

Article V – Meetings

Section 1. Regular meetings shall be held four (4) times a year or as deemed necessary by the Chair or as requested by another Board member.

Section 2. The meeting place of the Board shall consist of the participating libraries or a handicap accessible site in the community (Baraboo, LaValle, North Freedom, Plain, Prairie du Sac, Reedsburg, Rock Springs, Sauk City, Spring Green, Wisconsin Dells). Date and meeting time shall be determined by the Board at the previous meeting.

Section 3. The annual meeting shall be held at the time of the first regular meeting of the calendar year.

Section 4. The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown whenever possible:

- a. Call to order and verification of compliance with Open Meetings Law
- b. Adoption of agenda
- c. Adoption of minutes
- d. Reports
- e. Unfinished business (itemize)
- f. New business (itemize)
- g. Next meeting and adjournment

Section 5. The presence of four (4) members of the Board constitutes a quorum for the transaction of business.

Section 6. Anyone who wishes to address the Board must notify the Board Chair twenty-four (24) hours prior to the meeting.

Article VI – Committee

Section 1. The Chair shall appoint ad hoc committees of one or more members each for such specific purpose as the business of the Board may require. The committees shall be considered discharged upon completion of the purpose for which they were appointed and after a final report is made to the Board.

Section 2. All committees shall make a progress report to the Board at each meeting.

Section 3. A committee shall have only advisory powers unless, by vote of the Board, it is granted specific power to act.

Article VII – Mileage and Compensation

Section 1. Board members shall be reimbursed for actual mileage to attend Library Board meetings and other meetings authorized by the County Library Board at the current rate approved by the Sauk County Board.

Section 2. Board members shall be compensated on a per diem basis for each Library Board meeting attended at the current rate approved by the Sauk County Board.

Article VIII – General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The Chair may vote upon, and may move, or second a proposal before the Board.

Section 2. The bylaws may be amended by the majority vote of all members of the Board. Discussion of such change will take place at as many meetings as may be necessary. Final vote to ratify the change will be delayed to the subsequent meeting.

Section 3. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand. But such suspension, to be valid, may be taken only at a meeting at which two-thirds (5) of the members of the Board shall be present and two-thirds (4) of those members shall approve.

These bylaws will be in force upon adoption by the Sauk County Library Board on the 12th day of January, 2016.