

Minutes of the Bayfield Carnegie Library Board of Trustees Meeting

Library Board of Trustees Meeting: Wednesday, September 17th. Called to order at 4:01 pm.

ATTENDANCE

Present: Teresa Weber, Mary Lynch as president, Annunziata Feldis, Shyam Gray, Bill Bland, Vicki Redenbaugh, Ryan Hogan via zoom

PUBLIC COMMENT

Rose Havlik joins us to observe a board meeting as part of a requirement for her course.

MINUTES

Motion to approve the minutes of the August meeting made by Feldis, seconded by Redenbaugh. **Motion Carried.**

FINANCIAL REPORTS

- Teresa met with Anne Adams, Bayfield city treasurer, to gain clarity on the General Fund expenditures. The expense of the city copy machine at City Hall has been getting paid with the library general fund in line item contractual services. Charges have been reversed. Charges for the copy machine, lift maintenance and Minnesota Elevator are all coming from that line item. We will exceed budget on contractual services this year.
- There is a delay between when payments get made and when they are posted on the spread sheet. The %YTD Budget line is not always accurate.
- The cash in bank line item of the Library Balance Sheet does not reflect the payment for the tuck-pointing.
- Currently, all Northern Waters bills are paid for the year, and so we will use remaining funds to replacing 2 public computers. Northern Waters will come to set-up and maintain them.
- The cost of joining the Chamber of Commerce has increased again- from \$50 2 years ago to \$180 this year.
- Library will send \$110 to Heifer International for the summer reading program prizes.

Motion to approve library bills made by Redenbaugh, seconded by Bland. **Motion Carried.**

LIBRARIANS REPORT

- The windows and front stairs have been caulked.
- Laura has returned to work 2 hrs/day. Rose and Dana will be staying on. Heidi has announced her upcoming retirement.
- A grant for \$35,000 was received for the lift from Bayfield County Building Strong Libraries. We receive a larger percentage of county money because our city is small but the surrounding area of service is large.
- The front doors will be started in a week or 2.
- Apple Fest Book Sale will be Friday only.

CONTINUING BUSINESS

Friends of the Library

- Friends of the Library is planning on painting the downstairs meeting room. Saturday October 18 set-up, painting Sunday.
- There will be a list for library book sale volunteers.

2026 Budget Proposal

- June and July budgets from this year most accurately reflect what next year may look like, with Laura's paid absence and the hiring of Rose and Dana. Teresa has accrued much vacation and sick leave time, and is expecting to use it in 2026. She took the budgets from June and July of this year and multiplied by 6 to create a budget proposal for next year..

Motion to approve the proposed budget for 2026 and send it to the city made by Gray, seconded by Feldis. **Motion Carried.**

Capital Improvement Ideas

- Teresa has filled out the CIP Project Request Form for the lift upgrade and the retaining wall.
- The retaining wall was originally sandstone. Current options are to use the same stone that is there currently, or to replace with concrete and paint it like at the Rittenhouse. We will receive bids for both options.

Motion that the board support the 2 CIP's proposed to the city made by Feldis, seconded by Hogan. **Motion Carried.**