

Minutes

Forest Lodge Library Board Meeting

Wednesday, May 8, 2024

Forest Lodge Library

5:00 p.m.

AGENDA

1. Call to order at 5 pm by Carl Lippert, FLL Board President.

2. Roll call, introduction of guests. Present: Amanda Westlund, JoAnn Schultz, Mary Jean Fenske (via Zoom), Janis Pribyl, Jan Berlin, Janet Ziegler and Tara VonThoma, Carl Lippert.

Guests: Tony Merrill, Sherry Anderson (via Zoom), Kristine Lendved, Andrea Pederson

3. Acceptance of minutes of prior regular Board meeting on April 24 were accepted and placed on file.

4. Financial report and monthly expenditures were reviewed and placed on file.

5. Director's report reviewed and accepted. A Westlund shared information from the May 1-3 conference she attended that informed the discussion in later agenda item #9.

6. Committees: The notes with recommendations from the April 29 meeting of the Pre-Construction Committee were shared. Consideration of recommendations by the Board took place in later agenda items #8 and 9. No action in other standing Committees.

7. Public Comment Period.

K Lendved offered comment related to agenda item #8 for Board consideration.

T Merrill asked questions on behalf of T Erba related to the discussion at the April 24 Board meeting. A Westlund stated that resource materials requested by T Erba were sent today. The Board will consider whether to send a written response to T Erba at the June Board meeting. T Merrill requested that future Board agendas be sent to him.

S Anderson noted that NWLS provides many services to its libraries and she would like to be involved in discussions and could be especially helpful in those related to the expansion.

8. Discussion and possible action regarding MOU between FLL and KFE board.

The Board supported the clarification of the roles of the FLL and KFE Boards through a Memorandum of Understanding (MOU). In addition to moving the bullet referencing "Owner" from 3.2 to 3.1, suggested changes to the draft included: 1) adding the role of the two Towns under #2 Relationship of Parties, 2) adding "contracting and construction financing" to the last bullet under 3.1 and 3) removing the text in the second to last bullet under 3.2. J Schultz motioned to table discussion until the next Board meeting. T VonThoma seconded. Motion approved. A Westlund will prepare an updated draft MOU for discussion at the June meeting.

9. Discussion and possible action regarding draft contract including clarification of information in the March 13 FLL agenda item #12 minutes.

A Pederson reviewed the origin and purpose of an AIA contract. The draft AIA contract that Royal prepared is one of an integrated suite of templates that were developed to be fair to all parties involved and as such would not need to be negotiated. This particular template is used for construction management services, including architectural services. This contract can be severed at any time with no penalty. The contract requires that all laws be followed. This contract would be modified following completion of the construction documents by the architect. In this services-only contract, the architectural services are pass-through costs with no fee. (Royal is not charging its construction management fee of 4% for the architectural services.) The Board deliberated on the merits of having the AIA contract solely with Westlund Consultancy or with Westland through Royal Construction. The Board also discussed the appropriate Owner of Contract given the information shared by guests and A Westlund. J Pribyl motioned to accept the draft contract as prepared by Royal except that the Owner be changed to the Forest Lodge Library Board. J Schultz seconded. Motion approved. C Lippert will work with Royal to execute the contract. Clarification of information in the March 13 Board meeting minutes was not acted upon.

10. Discussion regarding Westlund Consultancy Design Schedule.

The Board reviewed the design schedule provided previously noting that while we are behind the curve in terms of the schedule, work is progressing forward. C Lippert reported: 1) T Westlund learned that a state variance was not needed for this project and 2) T Westlund spoke to the Bayfield County Zoning Administrator and their Assistance about whether a Bayfield County variance is necessary. Legal counsel is being consulted by the Zoning Administrator. C Lippert will follow up on the status of the need for a County variance.

11. Discussion and possible action regarding authorizations from Towns of Cable and Namakagon for erection of expansion.

J Schultz spoke to the Town Clerk of Namakagon and A Westlund spoke to the Town Clerk of Cable. MJ Fenske shared a draft resolution modeled after the Village of Belleview's Resolution for the Towns to give authority to the Library Board for erection of the expansion under WI Statute 43.58. The Board reviewed past resolutions passed by each of the Town's electors and Town Boards (April 2021) that authorized demolition of the buildings on the expansion site for the purpose of constructing the library expansion facility under WI Stat 60.10(2)(f). The Namakagon Town Clerk would like to proceed with a special elector meeting on the date of the June Board meeting to vote on specifically authorizing the construction of the library expansion under 60.10(2)(f) followed by the Town Board considering passing: 1) a resolution for erection under 60.10 and 2) a resolution for the FLL Board to erect the building under 43.58. J Pribyl motioned to request the Towns to move forward with the process of passing a resolution addressing requirements under 60.10(2)(f) and a resolution addressing requirements under 43.58. J Ziegler seconded. Motion approved. A Westund will make the request of the Town of Cable working with J Schultz who will follow up with the Town of Namakagon.

12. Possible action regarding approval of funds for removal of overhead powerline by Xcel Energy for book house removal.

MJ Fenske completed an Xcel Energy request form for removal of the overhead powerline to the Book House with input from D Popelka (who will be moving the Book House). MJ Fenske motioned to pay any costs charged for the removal of the powerline, which are expected to be minimal. J Berlin seconded. Motion approved. C Lippert will work as needed with D Popelka and A Westlund to sign and submit the request form to Xcel Energy.

13. Discussion and possible action on Design Development Committee.

C Lippert noted that the ideal size of the Committee would be five to seven persons made up of the Library director, Town representative(s), Board members and possibly Community representatives. Given the Library is on the campus of the Cable Natural History Museum, Board members also supported a CNHM representative on the Committee. Board members J Pribyl and MJ Fenske stated interest in being on the Committee, others are considering participation. J Pribyl motioned that inquiries be made to solicit interest in Committee participation from CNHM, the Town Board(s) and the community at large. C Lippert seconded. Motion approved. A Westlund will contact the CNHM director, the Boards of the Towns, and put a notice out via multiple methods to the community to solicit interest in participation on the Design Committee.

14. Discussion and possible action in forming a Technology Committee to support Flexible Facilities Grant.

J Pribyl motioned that A Westlund form a Technology Committee to support the Flexible Facilities Grant application and invite: 1) Tony Kriskovich, IT Director from the NWLS, 2) Zach Larson or an alternative if he is not available. C Lippert seconded. Motion approved.

15. Discussion and possible action regarding public survey and possible hearings to gather input on expansion design.

MJ Fenske motioned that A Westlund finalize the electronic survey using the input from the Board, checking with T Westlund, so that it can be sent out as soon as possible via multiple means such as FB, email, etc. J Pribyl seconded. Motion approved. The Board supported public hearings taking place after the initial schematic design was completed.

16. Discussion and approval of policy V – Responsibilities and Authorities of the Library Board

J Schultz motioned that Policy V be approved as presented. C Lippert seconded. Motion approved.

17. Old Business: Review of Tasks from Prior Board Meeting

All tasks summarized in the April 24 meeting minutes were completed.

18. New Business (for June 11 Board meeting):

The following is a list of new business as well as new business brought up at the April 24 Board meeting but meeting time constraints did not allow for discussion at the May meeting:

- Budget status review - comparison of past expenditures with budget and anticipated future expenses
- Discuss whether the Board should provide further response to T Erba and in what form
- Review of letter specific to the naming opportunity donors drafted by J Ziegler
- Clarification of information in the March 13 FLL agenda item #12 minutes.

19. Next meeting date(s): 6/11/2024 , 5 pm, at FLL.

20. Summary of tasks for June Board meeting.

- A Westlund will add T Merrill to the list to receive Board agendas
- A Westlund will send the draft electronic survey
- A Westlund will make the suggested changes to the MOU between FLL and KFE
- C Lippert will work with Royal to make the Owner changes approved by the Board to the draft contract and sign it on behalf of the Board as President.
- C Lippert will follow up on the status of the need for a County variance.
- A Westlund will make the request of the Town of Cable to pass the resolutions needed under WI Stat 43.58 and 60.10, working with J Schultz who will follow up with the Town of Namakagon to do the same.
- C Lippert will work as needed with D Popelka and A Westlund to sign and submit the request form to Xcel Energy.
- A Westlund will contact the CNHM director, the Boards of the Towns, and put a notice out via multiple methods to the community to solicit interest in participation on the Design Committee.
- A Westlund will form a Technology Committee to support the Flexible Facilities Grant application and contact to invite: 1) Tony Kriskovich, IT Director from the NWLS, 2) Zach Larson or an alternative if he is not available.
- A Westlund will finalize the electronic survey and send it out via multiple channels.

21. Scheduled dates for Town of Cable (June 19, 2024) and Town of Namakagon (June 11, 2024) meeting.

19. Adjourned at 7:19 pm.

Respectfully submitted, MJ Fenske, FLL Board Secretary

**KATIE FLOWERS ENDOWMENT
Meeting Minutes
Wednesday May 15, 2024**

The Katie Flowers Endowment, trade name Forest Lodge Library KFE is a legally enjoined Wisconsin 501 (c) 3 organization that functions as the fundraising arm of the Forest Lodge Library and whose sole purpose is to support the library.

1.Call to order. The meeting was called to order at 5:00 PM by Mary Jean Fenske.

2.Roll call, introduction of guests.

Present: Janis Pribyl, Melissa Rabska, JoAnn Schultz, Amanda Westlund, Janet Ziegler (phone), Mary Jean Fenske, Heidi Fereday

Absent: none

Guest(s): Maggie Donohue (Book House Coordinator)

3. Acceptance of minutes of prior meeting (April 17, 2024)

Minutes approved as circulated and placed on file. A Westlund noted that she will be sending approved minutes and Director’s reports to the Town Clerks of Cable and Namakagon for circulation as requested by Town Board members. Eventually she hopes to place FLL and KFE minutes on the FLL website.

4. Update on Expansion Project. Discussion and possible action regarding draft MOU between KFE and FLL Boards

A Westlund shared a draft MOU with updates she had made following the May 8 FLL meeting. H Fereday motioned to accept the content as written related to KFE’s roles and responsibilities under section 2.2. M Rabska seconded. Motion approved. M Rabska and MJ Fenske provided suggested changes to the MOU not directly related to the KFE content. The MOU will be discussed at the June 12 FLL Board meeting for possible approval.

5. Financial report:

J Pribyl reviewed all current accounts. A motion was made by H Fereday, seconded by A Westlund, to roll the \$102,000 CD into a 1 year CD plus interest accrued and cash to bring total CD amount to \$107,000. Motion approved. Current library expansion project pledges are \$730,679; of those \$536,491 are unfulfilled pending expansion project confirmation. Total expansion funds held in accounts and unfulfilled pledges are \$1,043,196.95. (J Pribyl reviewed the draft minutes and provided corrected numbers for 1/31/24, 3/31/24, and 4/30/24 that are reflected in the second table.)

KFE YEAR END TOTALS:						
KFE Balance/Date	12/31/2021	12/31/22			12/31/23	
HCCU Savings	\$23,434.45	\$22,594.16		SCCU Savings	\$138.67	
HCCU Building Fund	\$137,631.42	\$63,414.81		SCU Checking	\$321.70	
HCCU Checking	\$3,028.82	\$1,230.95		SCCU CD	\$21,492.98	
HCCU Building Fund CD	\$101,107.23	N/A				
Total HCCU	\$265,201.92	\$87,239.92		Total SCCU	\$21,953.35	
CD with Broker		\$298,433.39		Broker CDs	\$433,911.00	
Associated Bank	\$447.25	\$823.61				
Grand Total	\$265,649.17	\$386,496.47		Grand Total	\$455,864.35	

CURRENT YEAR MONTHLY TOTALS:				
KFE Balance/Date	01/31/24	2/29/2024	03/31/2024	4/30/2024
SCCU Savings	\$3,856.20	\$146.73	\$15,815.00	\$21,795.85
SCCU Checking	\$2,492.01	\$100.00	\$2,257.37	\$3,233.21
SCCU CD	\$21,593.61	\$31,000	\$31,146.01	\$31,283.52
Total SCCU	\$24,040.82	\$31,246.73	\$49,218.38	\$55,312.58
Broker Account Totals	\$449,708.15	\$449,587.37	\$450,108.80	\$450,393.37
Associated Bank	Closed, N/A		NA	na
Grand Total	\$473,748.97	\$480,834.10	\$499,327.18	\$506,705.95
	<i>(total includes KLLSF funds)</i>	<i>(total does not include KLLSF funds)</i>	<i>(total does not include KLLSF funds)</i>	<i>(total does not include KLLSF funds)</i>
Unfulfilled Pledges	\$547,992	\$543,492	\$536,491	\$536,491

KLLSF Balance/Date	1/31/24	2/29/2024	3/31/2024	4/30/2023
SCCU Savings	N/A*		\$630.03	\$1930.18
SCCU CD	N/A*	\$10,600	\$10,646.80	\$10,695.37
Grand Total	\$3901	\$10,600	\$11,276.83	\$12,625.55

6. Update on LGL administrators update/cleanup/ management and PayPal account fix.

J Pribyl found a glitch in persons having autopay under the former PayPal account. H Fereday will correct the autopay function for those persons that used the former PayPal account.

7. Update on FLL/KFE draft letter to naming opportunity donors. Discussion of a possible letter to all donors at a future time.

J Ziegler prepared a letter to naming donors. H Fereday will make final edits to the letter and use LGL to generate the letters. A Westlund will generate a formatted document with current naming opportunities to include in the mailing. J Ziegler will write a handwritten note on the letters and address envelopes. The Board discussed sending a letter in June/ July to all donors highlighting progress made on the expansion and upcoming events.

8. Update on removal of book house and its contents.

A Westlund has identified and marked items that she wishes to be located in the expanded library (this includes her desk, any books, shelves, etc). M Donohue will check to see if E Furlong has contacted the CNHM Director and Cable/ Namakagon Historical Museum about the contents so that any items of interest can be removed. M Donohue noted that the Book House will take weeded collection items from the library, children's books continue to be of interest. H Fereday mentioned that it would be beneficial to check with the recycling center on recycling of books.

9. Update on grant activities including update on Technology Committee in support of Flexible Facilities Grant

- M Rabska reported the Wisconsin Department of Administration timeline for awarding the Local Projects grants will be November. (This application was submitted in January 2024.)
- M Rabska submitted a grant request for \$500,000 to the Otto Bremer Foundation. She has not received any requests for clarification to date. A decision is expected in July.
- M Rabska reported that she has not heard anything regarding the application for WI Senator Baldwin's congressionally directed funding for \$726,000. She will check on the status of the request with A Ringstad.
- M Rabska submitted a grant application for \$50,000 to the Kubota Foundation and did not hear anything yet.
- The WI DOA opened the Flexible Facilities grant. The Town of Cable has agreed to apply on KFE's behalf. M Rabska is working with D Popelka and Z Larson on this application. A Westlund has formed a Technology Committee (herself, T Kriskovitch from NWLS and Z Larson) to apply for funds specifically related to improving technology in the existing library and expansion.

10. Update and discussion of Capital Campaign Plan timeline/activities including Rhythm & Books: Cable Area Music & Books Fest.

- The Capital Campaign Committee (CCC) reported that a formatted Summer Calendar of events will be finalized soon for printing and mass distribution.
- M Rabska working with M Palmer of Redbery are planning a fundraiser "Poses Between the Pages" - a yoga class with a book talk following for this summer.
- J Ziegler reported that Cable Lumber donated wood to build a structure shaped like a stack of books to show fundraising progress.
- M Rabska asked for input on ticket price for the Music Fest and the Board recommended \$10 with youth free. Assistance is requested in approaching businesses to sponsor the event. Food for the 6 hour event is under investigation. J Schultz said that Lions would assist but want more details.
- The Capital Campaign Committee will meet 5/18/24 for further planning and developing a list of activities to solicit volunteers for.

11. Update on Soliciting Local Businesses/ Individuals

A Westlund reported that Start Line Services will be holding a bike helmet, bike safety event on May 30 from 5-7pm at their business on McNaught Road. It will be a fundraiser and awareness building event for the library expansion with a request for participants to make a freewill donation.

12. Discussion and possible action to solicit additional KFE directors, in addition to the current search for a new Director interested in financial management.

MJ Fenske will draft a generic request for additional KFE Directors for a one year term for input. Assistance is needed in many areas over the next year. The Notice is to be posted and shared as soon as possible.

13. New Business (for June 19 KFE Meeting).

Several ideas were shared to discuss at the June meeting: sponsorships, collecting donations for a raffle, silent auction, ways to entice more volunteers.

14. Review of Tasks Noted in Previous Meeting Minutes/Old Business

All tasks noted in April minutes are either completed or in process.

15. Review of Tasks for Next Month/Future

- JP will contact a possible replacement for her as Treasurer
- MR, JZ, HF Capital Campaign Committee will work to carry out the proposed plan.
- A Westlund will be sending approved minutes and Director's reports to the Town Clerks of Cable and Namakagon for circulation as requested by Town Board members. Eventually she hopes to place FLL and KFE minutes on the FLL website.
- H Fereday will correct the autopay function for those persons that used the former PayPal account.
- H Fereday will make final edits to the naming donor letter and use LGL to generate the letters. A Westlund will generate a formatted document with current naming opportunities to include in the mailing. J Ziegler will write a handwritten note on the letters and address envelopes.
- M Donohue will check to see if E Furlong has contacted the CNHM Director and Cable/ Namakagon Historical Museum about the contents so that any items of interest can be removed.
- MJ Fenske will draft a generic request for additional KFE Directors for posting

16. Next Meeting Date/Time/Location

5 PM Wed, June 19 at Forest Lodge Library.

17. Adjourned at 6:45 PM

Submitted by Mary Jean Fenske on behalf of Janet Ziegler