

**REGULAR LIBRARY BOARD MEETING**  
**Tuesday October 15, 2024**  
**5:00 PM Meeting Zoom**  
**Minutes**

**Members present:** Keith Ryskoski (President), Marilyn Hartig, Mary Whittaker, Peggy Ross, Paula Wurst, Mike Peterson and Kerrey Andreas

**Staff present:** Lauren Schuppe, Library Director

The Madeline Island Library Board meeting was called to order by Keith.

**I. Public Comment - none**

**II. Minutes**

**A. Regular Library Board Meeting September 17, 2024**

**B. Special Library Board Meeting October 3, 2024**

Motion by Mary to approve the above minutes as presented, seconded by Marilyn, all ayes. Motion Carried.

**III. Directors Report**

- Lauren in planning for year end purchasing after she gets current budget balances.
- The annual Library Halloween Party will be similar to last year in the Bell Street parking lot for trunk or treating and snacks.
- The library staff is starting again to look at the basement for a teen drop in space.
- Lauren is still trying to get the needed elevator repairs done before the end of the year. She has now reached out to a manager to see if they can help with scheduling.
- The library's first round of budget discussions has been moved to Wed. 10/23. A special meeting will be needed before the regular November meeting to discuss further and to review the roof RFP bids.
- Still working on a Xerox printer selection and contemplating a large format color option.

**IV. Financials**

**A. Sign Directors Timesheet**

Timesheet submitted for weeks ending 9/14/24 and 9/28/24.

Motion by Peggy to approve signing director's timesheets as presented, seconded by Kerrey, all ayes. Motion Carried.

**B. Approve Bills**

Elan Financial Services	\$ 253.88
Bayfield Lumber	60.09
Madeline Sanitary District	102.00
New York Times	48.00

Motion by Peggy to approve paying bills as presented, seconded by Kerrey, all ayes. Motion Carried.

**C. Budget Timeline**

**1. Review Designated Fund Reports and 2025 Budget**

Lauren went over the designated fund report she received from Accounting. Once the details for revenue and expenses have been received and reviewed, she will have a better handle on the planned year end spending. Once Lauren has Workhorse (Town's accounting software) set up on her computer, she should be able to produce these reports herself.

**V. Ongoing Projects**

**A. Update on Roof RFP**

Lauren reported that Alex Smith, Town Clerk has posted and published the RFP with the bid opening set for 10/28/24 where the bids will be reviewed, awarded and a contract approved.

**VI. Future Agenda Items**

Roof, budget, 2025 sound garden/art purchase award and designated fund transfers

Discussion on year-end fundraising letter that goes out in November.

**Adjourn:**

Motion by Mary to adjourn, seconded by Paula, all ayes. Motion Carried.

Minutes taken from recording and submitted by Dorgene Goetsch, Clerical Assistant.

Minutes approved as presented 11/19/24. D. Goetsch, Clerical