



Waupaca Library Foundation - Minutes

Meeting Date: Dec 12, 2022

Place Library Downstairs Meeting Room

Time: 6:00 PM

Present: Tracy Behrendt, Jeanne Bootz, Nick Burington(Treasurer), Julie Eiden(Secretary), Alan Kjelland, Becky Liegl, Vance Linden(President),Wilson Roane

Absent: Linda Hagen, Sarah Hanneman, Sue Heideman(Vice President), Kathy Hurt, Anne Justmann, Melanie Peterson

Also Present: Eric Bailey (Library Director), Liz Kneer (Exhibit Room Coordinator)

Meeting called to order at 6:00pm by Vance Linden, President

I. Approve the meeting agenda

Motion by Wilson Roane Seconded by Alan Kjelland

Approve the meeting agenda.

Ayes – 8, Nays – 0, Absent - 6 *Motion Carried*

II. Approve minutes of October 2022 Foundation meeting

Motion by Tracy Behrendt Seconded by Jeanne Bootz

To accept the minutes of the October 2022 meeting

Ayes – 8, Nays – 0, Absent - 6 *Motion Carried*

III. Ad Hoc Committee Report/Recommendations - presentation by Liz Kneer

A major goal is to bring people into the library post pandemic with the generous donation of \$41,792.25 from the Carol and Fran Vergauwen family.

These three ideas were discussed - 1) Exhibit room update, 2) Marketing, 3) Bring in a high profile exhibit

Existing Exhibit Room Elements 1) Rail System is outdated with limited function, 2) Oak Tables are cumbersome and handed down, 3) Display Cases are worn and hard to move, 4) Furniture is uncomfortable and the coffee table is worn, 5) Built in Display Case is dark and hard to load, 6) Carpeted Walls are stained and show wear, 7) Lights are functional and were recently changed to LED, 8) Technology was recently updated including the TV and iPad with stand

Exhibit Room Priorities with approximate costs 1) Update the Rail System - \$3000 2) Flexible and accessible furniture - \$3000 3) Clean walls - \$700 4) New display case bases (tops are ok) - Cost TBD, quotes haven't come back yet 5) Add moveable dry erase boards - \$1,643.40 6) Retrofit the permanent display case - Cost TBD, quotes haven't come back yet

Timeline The room is scheduled out to 2024. It will take 6 to 10 weeks for the furniture to arrive after ordering and six months for the cabinetry to be built and a few months for the rail system to arrive if it's in stock. The goal is to have all large items in place by mid June of 2023.

Marketing Items Discussed Social Media, newspaper, banners on Main Street, Radio, partner with schools and homeschoolers, and the Chamber Calendar were discussed.

Other Discussion 1) Furniture - low ottomans are not good for elderly or mobility challenged, perhaps get an ottoman with arms. 2) The Vergauwen family didn't have a specific exhibit in mind for the library. 3) The location of the Exhibit Room is a plus because visitors have to walk through the library to get to the room. 4) Room Naming - currently the room is named for the Klismets. We want to honor the Vergauwen family, but this is not a request from the Vergauwen family. 5) Make sure we increase the visibility of the Exhibit Room in the upstairs space of the library. 6) Exhibit Room Coordinator currently is paid from the Foundation for 7.5 hours per week. There is a need to increase the number of hours for the Coordinator. Liz Kneer will keep track of her hours and this item will be added to the January agenda.

Motion by Alan Kjelland Seconded by Becky Liegl

To proceed as Liz Kneer has outlined with the update of the exhibit room.

Ayes – 8, Nays – 0, Absent - 6 *Motion Carried*

Motion by Alan Kjelland Seconded by Becky Liegl

To implement a process of advertising the Exhibit Room in the upstairs library space to increase traffic to the Exhibit Room.

Ayes – 8, Nays – 0, Absent - 6 *Motion Carried*

IV. Exhibit Room Report - Liz Kneer

The Bethany exhibit finished with over 1400 visitors. Three programs were planned, but not well attended. The current exhibit is the Women's Exhibit through January and then Youth Art Month.

Yuletide Trail was a success during the first Saturday of December.

The 2022 Fundraising Letter is created and will be sent soon.

V. Treasurer's Report - Nick Burington

We have been getting donations even though our fundraising letter has not been sent yet and we have had few expenses.

General discussion about the current bank that the Foundation is using and the current CD. The general consensus is to leave the CD where it is because the market is poor right now and look at it again at a future time.

Motion by Alan Kjelland Seconded by Becky Liegl

To approve the treasurer's report.

Ayes – 8, Nays – 0, Absent - 6 *Motion Carried*

VI. Library Report by Eric Bailey, Library Director

1. The feedback given via email on the 2022 mailer was welcome.
2. Some donations have already been arriving.
3. The library's little free pantry is getting setup and a refrigerator was donated from Hansen's for this purpose.
4. Three charging stations are now installed at the library. The charging stations are located in the Adult, Youth Services and Teen Room. These were attained via an ARPA grant.

VII. Old Business - Alan Kjelland noted that the city has a grant writer that might help with funding for the library/exhibit room.

VIII. New Business - none

IX. Adjournment

Motion by Wilson Roane Seconded by Jeanne Bootz

To adjourn

Ayes – 8, Nays – 0, Absent - 6 *Motion Carried*

Adjourned at 7:20pm