

**Minutes of the  
Meeting of the Chippewa Falls Public Library Board of Trustees  
April 15, 2025**

**1. Call to Order**

Meeting was called to order by President Ambelang at 5:00 p.m. in the Virginia O. Smith Meeting Room of the Chippewa Falls Public Library.

**2. Roll Call of Members**

Members Present: Ambelang, Houkom, Jilek-Proue, Newton, Rasmus

Members Absent: Jones, Martell

Others Present: Director Joe Niese, Confidential Administrative Assistant Deb Braden, Brandi Smith-Circulation Services Coordinator/Social Media Specialist, Genny Felix-Intern from Mentorship Program CVTC

**3. Approval of Agenda**

Motion by Newton, seconded by Rasmus to amend the agenda by moving 10(b) to the top of the Agenda. after the presentation. All present Voting Aye. Motion carried.

**4. Presentation by Brandi Smith – Circulation Services Coordinator/Social Media Specialist.**

Brandi Smith did a presentation about the Circulation Services and other reports regarding the Circulation Department and the Social Media that she maintains. The Board thanked her for an excellent presentation and handouts.

**10. Current Business**

**b) Part time Morning Clerk I job description**

Director Niese and Brandi Smith presented proposal for a Part time Morning Clerk I job. This would use budget funds that have already been allotted to the Library.

Motion made by Newton, seconded by Houkom hire a Daytime Clerk I for 15 hours a week for 52 weeks in a year at \$12. Roll Call Vote: Voting Aye, Jilek-Proue, Houkom, Newton, Rasmus and Ambelang. Motion carried.

**5. Disposition of the minutes of the Board of Trustees meeting of March 12, 2025.**

Motion made by Newton seconded by Rasmus to approve the minutes of the Board of Trustees meeting of February 19, 2025. All present Voting Aye. Motion carried.

**6. Disposition of the vouchers to be paid from the 2025 budget after April 15, 2025.**

Motion made by Rasmus seconded by Houkom to approve the vouchers to be paid from the 2025 budget after April 15, 2025. Roll Call Vote. Voting Aye: Ambelang, Houkom, Jilek-Proue, Newton, Rasmus. Motion carried.

**7. Public Appearances**

None.

## **8. Correspondence**

Card received from Title I of the Chippewa Falls Area Unified School District thanking Jessi Peterson and Jenni Gilles for their presentation.

## **9. Management Report**

Director Niese talked about highlights from the Management Report. He reported that there is a potential threat of extinction of funding from federal LSTA grants via IMLS. The state of Wisconsin is one of the top users in the Nation. This would hurt our patrons that use ILL services. Informational Services Director Krister compiled a list of over 20 patrons who use ILL services regularly and reached out in person to get their feedback that he in return submitted to DPI.

## **10. Current Business**

### **a) Youth Services Assistant I job description**

No major changes to the job description, just grammar clean up. This would be a 18 hour per week position. Motion made by Jilek-Proue, seconded by Newton to approve the changes in the Youth Services Assistant I job description. All present Voting Aye. Motion carried.

### **c) Request for proposal for space needs analyze**

The proposal has been reviewed by Brad Henschel and has his approved to proceed. When released it will take a month to five weeks to receive back from architects.

Motion made by Houkom, seconded by Jilek-Proue to release the proposal for space needs analyze. All present Voting Aye. Motion carried.

### **d) Building Discussion**

The next webinar that will be reviewed individually is "What to Expect from the Architect". Discussion will follow at the May Board of Trustees Meeting.

## **11. Closed Session under WI Statutes 19.85(1) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."**

### **a) Pay raise for Clerk I**

Motion made by Newton, seconded by Houkom to go into Closed Session under WI Statutes 19.85(1) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for pay raise for Clerk I to include Director and Administrative Assistant.

Roll Call Vote: Aye Jilek-Proue, Houkom, Newton, Rasmus and Ambelang. Motion carried. 6:18 p.m.

Motion made by Newton, seconded by Houkom to return to open session. All Present Voting Aye. Motion carried. 6:23 p.m.

Motion made by Newton, seconded by Rasmus to approve increase for senior Clerk I by \$1 per hour with the next pay period cycle. Roll Call Vote: Aye; Rasmus, Newton, Houkom, Jilek-Proue and Ambelang. Motion carried.

## **12. Announcements**

None

## **13. Items for future consideration**

- a) Department Head Reports – Jessi Peterson**
- b) Website Board of Trustee Photo**

**14. Adjournment**

Motion made to adjourn by Houkom seconded by Rasmus. All present Voting Aye. Motion carried.  
Meeting adjourned at 6:30 p.m.

Respectfully Submitted,  
Deb Braden, Confidential Administrative Assistant