

**Minutes of the  
Meeting of the Chippewa Falls Public Library Board of Trustees  
March 12, 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

**3. Approval of Agenda**

Motion by Newton, seconded by Houkom to amend the agenda by moving 9 (a) to the top of the Agenda., All present Voting Aye. Motion carried.

**9. Current Business**

**a) Job Descriptions**

Brandi Smith Circulation Services Coordinator/Social Media Specialist and Director Niese presented restructuring Circulation job descriptions to better service the Library. The Board reviewed and made changes to Circulation Services Coordinator/Social Media Specialist, Circulation Services Assistant, Part time Circulation Services Clerk II, Evening Clerk I, created a new Full-time Circulation Clerk II and Daytime Clerk I.

Motion made by Newton, seconded by Houkom to accept position changes as presented. All present Voting Aye. Motion carried.

Motion made by Houkom, seconded by Newton to approve the suggested wage for the new Clerk Ii fulltime position. Roll Call Vote: Voting Aye: Ambelang, Houkom, Jilek-Proue, Newton, Rasmus. Motion carried.

**4. Disposition of the minutes of the Board of Trustees meeting of February 19, 2025.**

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

**5. Disposition of the vouchers to be paid from the 2025 budget after March 18, 2025.**

Motion made by Newton seconded by Houkom to approve the vouchers to be paid from the 2025 budget after March 18, 2025. Roll Call Vote. Voting Aye: Ambelang, Houkom, Jilek-Proue, Newton, Rasmus. Motion carried.

**6. Public Appearances**

Jason Hiess, mayor candidate was present to observe the Board of Trustees Meeting.

**7. Correspondence**

Letter received from Moses in response to Library Legislature Day.

## **8. Management Report**

Director Niese talked about highlights from the Management Report. Great turnout for Nicholas Butler at the Heyde Center for the Arts. Good programming continues. Krister and Jessi participated in Library Legislature Day in Madison. Waltco has closed and IFLS has a 2-month contract with Purple Mountain Solutions at this time.

## **9. Current Business**

### **b) Building Discussion**

The Board decided that everyone will watch the Webinars on their own and a discussion will be held at the Board meeting. Director Niese was directed to talk to Brad Hentschel about getting the ball rolling for a new Library. The Board of Trustees will hold a special meeting during the week of March 24 and invite Brad Hentschel to attend about getting an architect on board working on a new Library. Board of Trustees members should let Director Niese know about availability.

## **10. Announcements**

none

## **11. Items for future consideration**

- a)** Wage Update
- b)** Department Head reports – Brandi Smith – April
- c)** Website Board of Trustee Photo

## **12. Adjournment**

Motion made to adjourn by Newton seconded by Rasmus. All present Voting Aye. Motion carried. Meeting adjourned at 6:03 p.m.

Respectfully Submitted,  
Deb Braden, Confidential Administrative Assistant