



The Colfax Public Library Board June 16, 2026

Eve Suckow called the meeting to order at 6:00 p.m. in person.

Attendance

- Members present: Nancy Baumgartner, Eve Suckow, Abbie Hartung, Melissa Seehaver, Gary Stene, & Jeannie Herrick.
- Non-members present: Julie Mitchell, Jess Dunn, & John Thompson

Quorum: A quorum has been established.

Open meeting law: We are in certification of compliance with the open meeting law.

Approval of Agenda

- Gary Stene made a motion to move Jess's library staff report to the start of the meeting. Jeannie Herrick seconded the motion. Unanimously approved by the board.
- Nancy Baumgartner made a motion to accept the agenda. Eve Suckow seconded the motion. Unanimously approved by the board.

Approval of Minutes

- Nancy Baumgartner made a motion to approve the minutes of April 2026 and special June 3rd 2026 meeting. Jeannie Herrick seconded the motion. Unanimously approved by the Board.

Approval of Bills

- Gary Stene made a motion to approve the bills for April & May 2026. Melissa Seehaver seconded the approval. Unanimously approved by the Board.

Current Business

Jess Dunn reported for the library staff report:

- Barn Quilt Workshop May 30th went on as planned, we coordinated with Mary, the presenter, to make sure she had all the paperwork and contacts to get in to the Grapevine. The class was full and Mary informed me when I dropped off donuts that they would still make Lisa's quilt pattern and donate it to the library.
 - Eve and Diane Goers are putting together Lisa's Barn Quilt and they will be asking the Village Board for permission to place on the well building in Tower Park next to Municipal Building.
- Summer Reading Kick-off Party June 3rd at the Fairgrounds with the Pablo Center's ARTmobile was a success, 60+ kids in attendance.
- Upcoming Events:

- June 18-21 Colfax Free Fair, Jolene is working with Gary and Mark on set-up/takedown. Jess can bring truck too if needed. If anyone stops by fair and wants to tidy up the area, that would be appreciated. Nancy Baumgartner stated that she will be at the fair on Friday and Saturday and will tidy the booth.
 - There is an Art Box for Kids donation put together to go to the Restoration Group's raffle.
- July 15th Summer Reading Event at the Fairgrounds, coordinating with Sustainable Safari, Keiko from UW-Stout Japanese Outreach, and Tiffany S. hotdog cart, plus additional crafts, snacks, Bookbike with free books. We have some volunteers lined up, Jolene will update if more needed.
- Other Summer Reading Updates
 - 155 kids signed up so far and we have around 100 prizes. Jolene started the in-library Dino Scavenger Hunt on June 18th .
 - There is a summer reading challenge with prize drawing for adults as well.
- Little Pantry
 - Two volunteers, Colleen M. and Diane W., have stepped up to organize the basement and monitor the little pantry.
 - Julie M., village, has started pantry specific fund.
- Temp Hours
 - Working well and would like to continue until further notice.
 - The website and FB have been updated with new hours and cocirc email address.
- Misc. director affiliated
 - We have a bin here collecting cards for Lisa's family. Jolene and Julie have done one round of organizing donations and will do another when it slows down. We need a volunteer who could "manage" the memorial out front. Lisa's Celebration of Life will be at the Fairgrounds on July 11, time tbd.
 - Long overdue billing for items has been caught up and mailed out.
 - I have monitored Lisa's email and Julie was going to ask IFLS to begin forwarding new emails to my address until new director hired.
 - John Thompson said that he will do this.
 - Ongoing Grants: I am concerned about deadlines/final reporting requirements for some grants we know Lisa had in process (Comm. Foundation Dunn County, ALA, Ann Marie) I will try to contact organizations to update them of our current situation and ask for extensions if needed.
 - If there are county board meetings, we would humbly request Gary to be our library rep as needed until a new director is found. It sounds like IFLS is able to provide the numbers needed for the July meeting.
 - Gary stated that between himself and Andrew Mercil from the county, they will make sure that the county is updated on any relevant reporting from the library.
 - Bills: Julie and Sheila have been great about handling bills and helping us order supplies
 - Adding books: We have been adding a few relevant/new donated books to the collection as we receive them.

Gary Stene reported from the Village Board:

- Gary stated that Julie Mitchell has been very helpful and supportive with this transition and will continue supporting the Library by reporting the library bills for the Board's approval.

Gary Stene reported from the County Board:

- Andrew Mercil has been very helpful and wants to help make the transition smooth and keep the relationship between the library and county strong.
- Human Service folks reached out to library staff to provide mental health support to library staff.
- County funding for the Library will be decided in July.

Melissa Seehaver reported from the schools that:

- Two weeks of swimming lessons just ended.
- Summer school has moved to August, so the next two months will be slow.

Nancy Baumgartner reported from the Elevator Project that:

- \$237,785.43 total balance.
- Over \$600 in interest earned.
- Thrift sale will be August 12-14. Volunteers are needed.

Current Business:

- Gary Stene made a motion to appoint Jess Dunn as interim director. Nancy Baumgartner seconded the motion. Unanimously approved by the board.
 - Gary added to the discussion that he would like to propose providing a bonus to Jess at the end of her term as interim director. Julie Mitchell added that she agrees that a bonus would be easier to implement than a wage increase. John Thompson added a reminder to ensure any increased hours are tracked, so that Jess and the other library employees are fairly compensated as hourly employees.
- Gary Stene made a motion to grant the power to establish library hours and close the library as necessary to the interim director until a director is hired. Nancy Baumgartner seconded the motion. Unanimously approved by the board.
- Director Hiring Discussion:
 - Hiring Committee:
 - John Thompson stated that we can have separate committees for reviewing applications and interviewing candidates.
 - Resume/Cover Letter Review Committee: entire board, Julie Mitchell, John Thompson, Jess Dunn, & Jolene Albricht.
 - Interview Committee: Jeannie, Claudia, Julie, Gary, Jess, Jolene, & John
 - Julie will monitor the search committee email. Resumes/cover letters of candidates will be shared with the full committee for review once the application deadline is closed. Committee will review applications and come to the meeting prepared to discuss who their top candidates are to move forward for interviews.

- Nancy Baumgartner made a motion to approve Julie's proposed version of the job description. Jeannie Herrick seconded the motion. Unanimously approved by the board.
- IFLS (John Thompson) will post the job through all of the library channels. Julie will post the job through local channels.
- Gary Stene made a motion to approve the hiring timeline. **Application will close on July 10th at 5pm.** Nancy Baumgartner seconded the motion. Unanimously approved by the board.
- Interview questions will be established on a later date. Individual members will decide their top 10-15 questions between now and the next meeting, and final list will be decided at the next meeting.
- Abbie Hartung made a motion to move the regularly scheduled Library Board Meeting one week earlier to July 14 at 6pm, where continued discussion and action on the search process will take place. Jeannie Herrick seconded the motion. Unanimously approved by the board.

Next Meeting: July 14, 2026 at 6:00 P.M.

Adjourn at 7:18 P.M.

- Melissa Seehaver made a motion to adjourn. Nancy Baumgartner seconded the motion. Unanimously approved by the Board.

Notice of Public Meeting

In accordance with provisions of Section 19.84, Wisconsin Statutes, notice is hereby given that a public meeting of the Colfax Public Library Board will be held Tuesday, July 14, 2026 at 6:00pm.

Items of business to be discussed or acted upon at this meeting are listed below.

Colfax Public Library Board Agenda

Call to Order

Establish a Quorum

Certification of Compliance with Open Meeting Law

Approve Agenda

Interim Director/Library Staff reporting for June 2026-July 2026

Public Comment

Approval of Minutes for June 2026

Approval of June 2026 Bills

Closed Session – Director Candidate Screening

Monthly Reports

Village Board Representative – Gary Stene

County Board Representative – Gary Stene

School Representative – Melissa Seehaver

Elevator Project Committee – Nancy Baumgartner

Current Business

Closed Session with Director Search Committee:

- Establish interview questions
 - Including deciding presentation topic for the interview
- Discussion of which candidates to move forward for interviews

Adjourn