

T. B. Scott Free Library Board of Trustees
REGULAR MEETING
August 21st, 2019
Minutes

1. Opening

President Mike Geisler called the Regular Meeting of the Board of Trustees to order at 4:00 p.m. in the Library Board Room. Present: Gene Bebel, Katie Breitenmoser, Paul Gilk (4:10-), Audrey Huftel, Richard Mamer, Tim Meehean and Jim Wedemeyer (4:05-). Excused: Darcy Dalsky. Also present: Laurie Ollhoff, John Greenwood and Tyler H. from MP3.

A thank you letter was received from the Merrill Area Housing Authority and residents.

There was no public comment.

2. Consent Items

M Mamer/S Huftel/C to approve the minutes of the July 17th meeting as presented. M Meehean/S Mamer/C to accept the Monthly Revenue and Expense Report for July as printed.

3. Reports/Discussion Items/Action Items

A. Quarterly Contract Review: John Greenwood: Mr. Greenwood briefly discussed his attendance at the Initiatives for Democratic Practices Exploratory meeting. Status updates were given on the AAC Quarterly meeting and the Community & Economic Growth Committee. Task Logs for June & July were provided.

B. Policy: Fishing Equipment Checkout and Agreement: Ms. Stevens discussed the Library of Things survey and results. Local resident Jane Schulz donated 10 fishing poles and tackle in memory of her husband Dan Schulz. The rack, poles and tackle were on display at the meeting. M Meehean/S Breitenmoser/C to approve the policy as written. A press release, Facebook posts and internal signage will market this new item in our collection.

C. Building and Grounds Update: City Council approved a bid for the HVAC units as a 2019 Capital Project. The units have been ordered. The board discussed whether there is a need to document ongoing maintenance in case of questions. Library Capital Projects list and internal capital improvement lists were provided and discussed.

D. Community Room Status Update: The concrete floor was poured on 8/20. The floor must now cure until sufficiently dry to place carpeting.

E. Status of Church Property: Board members remain concerned about potential uses of the building as it relates to the shared parking lot. Ms. Stevens is not aware of any developments regarding the property. City staff are aware of the opportunity the site provides in regards to parking for both the library and school.

F. Strategic Plan Progress Goal #5: Goal #5 was presented with objectives and measurable outcomes. Ms. Stevens and Ms. Ollhoff participated in a conference call with FEH Design to explore a formal architectural space needs assessment which has been identified as a Long Range Plan activity. A proposal will be on the next meeting agenda.

G. Trustee Essential #12-Library Standards: Ms. Stevens provided copies of Trustee Essential #12. Wisconsin Public Library Standards, 6th Edition Checklist was reviewed. Ms. Stevens provided statistical data to correlate with the Quantitative Standards identified in the checklist. Our library meets the majority of Tier One, Two and Three standards. Areas for improvement were discussed.

H. Reports from Friends/WVLS Representative: The Friends are awaiting the completion of the Community Room repairs in order to have their Fall booksale. Lincoln County resident Dr. Diane Peterson was appointed to the WVLS Board of Trustees.

4. Forthcoming Events & Library Director Report

- July Monthly Statistical Report was provided.
- Winter Hours resume after Labor Day which include Sunday hours. The staff are being cross-trained at this time towards the goal of enabling staff to provide desk coverage to all service desks beginning after Labor Day.
- Community Night Out next week. Youth services will be handing out books, the 3D printer will be on display making bubble wands and Outreach services will be marketed.
- Diedre Capone event held at the High School had an attendance of 177 with great response and feedback from attendees.
- Youth Services mural has been completed. The reformatted Little Bluebirds Club has an interactive wall component in the planning stages.
- Music Under the Stars-End of Summer Event-will be Friday with Levi Ballenger.
- Job Center has begun weekly Thursday hours on the 3rd floor.
- Applications for the Library/Community Liaison position did not provide the qualified candidates desired for the position so supervisory staff continue to actively reach out to community contacts for assistance with filling the opening.

5. Adjournment:

M Mamer/S Meehan/C to adjourn the meeting at 5:04 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on September 18th at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary