

T. B. Scott Free Library · Board of Trustees
Minutes of the regular meeting, August 18th, 2021

Opening

President Mike Geisler called the regular meeting of the Board of Trustees to order at 4:00 p.m. in the Library Community Room. Present: Katie Breitenmoser, Richard Mamer, Audrey Huftel, Ryan Martinovici, and Paul Gilk. Excused: Darcy Dalsky, Tim Meehean, and Jim Wedemeyer. Also present: Jessica Zellers, Laurie Ollhoff, Nick Wszalek, Dave Johnson, Andrea Bennett, and camera operator.

The Board reviewed a letter from the Society of St. Vincent de Paul thanking library staff for their recent donation. There was no public comment.

Consent items

K. Breitenmoser/A. Huftel/C to approve the minutes of the regular meeting of July 21, 2021.
A. Huftel/R. Mamer/C to accept the monthly Revenue and Expense Report for July.

Reports/discussion items/action items

- A. Introduction to Ryan Martinovici.** The Board met new trustee Ryan Martinovici, who will represent MAPS.
- B. Maintenance positions.** J. Zellers presented a proposal to increase the rate of pay for maintenance workers and to combine two part-time positions into a three-quarters position that would provide maintenance during the day. City Administrator Dave Johnson and Maintenance Supervisor Nick Wszalek were present to answer questions. P. Gilk/ K. Breitenmoser/C to approve the proposal.
- C. Introduction to Andrea Bennett.** The Board met Andrea Bennett, who will be promoted to Head of Youth Services on September 1, 2021.
- D. Building and Grounds Committee.** Maintenance Supervisor Nick Wszalek reported that repaving and maintenance work on the public parking lot will happen in September. The Endowment Fund will put \$15k toward the Capital Parking Lot Project (approved by the Board on November 25, 2020), with the City paying the remaining costs. There is a vacancy on the Board's Building and Grounds committee. M. Geisler will appoint someone to fill at on or before the next meeting.
- E. Discussion on Endowment Fund.** M. Geisler and R. Mamer reported on a meeting they attended with the library director, several city representatives, and an auditor about the Jane Zander Trust. The auditor recommended changes in how the City reports the money. We are using the decedent's will as our trust document.
- F. Update on Covid-19.** J. Zellers reported on the library's current Covid practices, which are informed by the CDC and the Wisconsin Department of Health Services. As long as local Covid transmission remains high, masks will be required, and some library services such as programming will be reduced.
- G. Policy review: Solicitation on Library Premises.** The Board reviewed the revised policy. R. Martinovici/K. Breitenmoser/C to approve the revised policy.
- H. Policy review: Use of the Entire Library Collection by Minors.** The Board reviewed the revised policy. A. Huftel/R. Martinovici/C to approve the revised policy.
- I. Strategic Plan Progress: Goal #1.** J. Zellers provided updates to Goal #1.
- J. Wisconsin Trustee Essential #10:** Developing Essential Library Policies. J. Zellers provided copies of Trustee Essential #10.

K. Reports from Friends and WVLS Representative. The Friends are hoping to have a book sale in October, but Covid restrictions will need to be in place. J. Zellers will investigate whether the Agra Pavilion could be used as a venue.

This fall, WVLS will activate a discovery layer, which is a tool to make the library catalog more user-friendly.

Forthcoming events & director's report

- J. Zellers is working with City Administrator Dave Johnson to get a price quote for a wage study.

President's remarks

- None this month.

Adjournment

P. Gilk/R. Martinovici/C moved to adjourn the meeting at 4:35 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on September 15th, 2021, at 4:00 p.m. in the Library Community Room.

Jessica Zellers, Secretary