

**T. B. Scott Free Library · Board of Trustees**  
Minutes of the Regular Meeting August 16, 2023

**Opening**

President Michael Geisler called the regular meeting of the Board of Trustees to order at 3:58 p.m. in the Library Community Room. Present: Darcy Dalsky, Chris Grunenwald, Audrey Huftel, Richard Mamer, Ryan Martinovici, Elizabeth McCrank. Excused: Katie Breitenmoser and Michael Caylor. Also present: Laurie Ollhoff, Andrea Bennett, and camera operator.

L. Ollhoff presented letters received from the Merrill Chamber of Commerce Hanging Flower Basket Project Committee and the Society of St. Vincent de Paul for the generous donations made to each organization made possible through the library staff's monthly fundraising efforts on Blue Jean Fridays.

No public comment was made.

**Consent items**

**A. Huftel/R. Martinovici/C** to approve the minutes of the regular meeting of July 19, 2023.

**E. McCrank/R. Martinovici/C** to accept the monthly Unaudited Revenue and Expense Report for July 2023.

**E. McCrank/A. Huftel/C** accept the Monthly Statistical Report for July 2023.

**Reports/discussion items/action items**

- A. D. Dalsky/R. Martinovici/C** to approve the MSR Design Project Phase 1 & Project Estimate by Local Contractor along with payment by the Endowment Fund to MSR Design in the amount of \$9,864 for Project Phase 1. L. Ollhoff presented the MSR Fee Planning Schedule that was divided into numerous phases. L. Ollhoff's recommendation was to move forward with Project Phase 1 and to secure cost estimates for the project from a local contractor. This first step would provide a baseline then to determine funding sources and the potential for a capital campaign.
- B. R. Mamer/E. McCrank** to approve the renewal of the Solar Service & Lease Agreement between TBS Solar, LLC, and T.B. Scott Free Library. L. Ollhoff presented options. Discussion included the initial purpose of the project that focused on education and creating awareness of alternative energies.
- C. Board Committee Appointments:** M. Geisler presented final committee appointments. M. Caylor accepted the appointment to the Buildings and Grounds Committee. R. Martinovici accepted the appointment to the Personnel & Finance Committee.
- D. Endowment Fund Treasurer:** R. Mamer expressed the need to seek a replacement as he prepares to step down in the near future. Discussion included options and the potential of the Board to hire a local accountant to serve in that capacity.
- E. Church Property Status:** L. Ollhoff had nothing new to report. The rezoning request that was made to the Common Council by the new owner was no longer considered as deadlines had not been met and there had been new further communication by the new owner. As a result, the new owner will need to reapply for rezoning if they wish to do so. E. McCrank stated that M. Caylor would be able to provide an update at September's Board meeting.
- F. Strategic Plan Goals and Objectives #2.** L. Ollhoff provided updates on Strategic Plan Goals and Objective #2.
- G. Wisconsin Trustee Essential #4:** Effective Board Meetings and Trustee Participation. L. Ollhoff provided copies of Trustee Essential #4 for review and questions. No further discussion.

**Library Director's Report**

- Library program highlights announced.
- Nothing to report from the Wisconsin Valley Library System representative Diane Peterson.

- Friends of the Library while taking a hiatus from formal meeting, they are gearing up for the Fall Book Sale.
- The library's patron parking lot is now complete. The two handicapped parking spots are now located together on the south end of the parking lot. Hoping for a safe start to the school year with the new parking spot formation.
- Lots of great things to look at on the 2<sup>nd</sup> floor of the library. The Carnegie Wing always has great displays, and the current LEGO display will not disappoint. The Youth Services Department has updated features and furniture that the young patrons are sure to enjoy.
- The Long-Range Strategic Plan process continues to move forward with a summary of library visits set to be presented at September's Board meeting and the development of a community survey for October.
- Meetings have been set or are in the process of being set for the newly appointed Board members to receive their Board of Trustees Orientation. All Library Board members are welcome to visit the Library Director at any time. The door is always open.
- Board members were reminded that Wisconsin's Trustee Training Week is August 21-August 25. Pertinent topics are included in the sessions that will run each day and are virtual. Sessions are recorded to allow Board members to view at a later time if they are unable to attend the live session.
- Staff Gathering is scheduled for Saturday, August 26, @12:30pm at the Fromm Estate. All staff and Board members are invited to attend and receive a tour of the estate that has been made possible by the Fromm Bros. Historical Preservation Society. Please RSVP to L. Ollhoff.

**President's remarks**

- Thank you to everyone.

**R. Martinovici/D. Dalsky/C** moved to adjourn the meeting at 4:32 p.m. The next regular business meeting of the Board of Trustees is scheduled for September 20, 2023, at 4:00 p.m. in the Library Community Room.

Respectfully submitted,  
Laurie Ollhoff, Secretary