

T. B. Scott Free Library · Board of Trustees
Minutes of the regular meeting, July 20th, 2022

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 (attending virtually), Rick Blake, Darcy Dalsky, Elizabeth McCrank, Ryan Martinovici, Audrey Huftel, Jim Wedemeyer, and Richard Mamer. Also present: Jessica Zellers, Laurie Ollhoff, Andrea Bennett, Evan Marzahn, lawyer Dean Dietrich, one additional member of the public, and camera operator.

The Board reviewed a thank-you note to Assistant Director Laurie Ollhoff from Wisconsin Libraries Talk About Race, thanking her for facilitating a session. During Public Comment, Director Jessica Zellers introduced Evan Marzahn, the new Head of Circulation.

Consent items

E. McCrank/D. Dalsky/C to approve the minutes of the regular meeting of June 15, 2022.
R. Blake/R. Mamer/C to accept the monthly Revenue and Expense Report for June 2022.

Reports/discussion items/action items

- A. Service recognition.** The Board thanked Jim Wedemeyer for 25 years of service. J. Zellers presented him with a gift.
- B. Election of Vice President.** As there were no volunteers, this was tabled until next month.
- C. Appointments to Personnel & Finance Committee.** E. McCrank and R. Blake volunteered to serve and spoke about their qualifications. R. Martinovici/R. Mamer/C to appoint E. McCrank and R. Blake to the Personnel & Finance Committee.
- D. Semi-Annual Endowment Fund Report.** R. Mamer presented the mid-year Endowment Fund report. Assets as of 6/30/22 total \$510,058.37. Interest income continues to dwindle. Many donations have been designated for Special Projects; this line has a receipt balance of \$6,867.92, while the Endowment Fund has a receipt balance of \$1,440, and the Zander Bequest has a receipt balance of \$6,867.92. Disbursements of Special Projects & Other Books comes to \$15,280.80. Unrealized loss on investments is \$12,259.32 due to the downturned market. This comes out of the Endowment fund. The Endowment Fund balance is \$199,388.79. The Memorial Book Fund has earned interest of \$13.56 and has a balance of \$19,275.99. The Zander Bequest has a balance of \$48,597.02. The Wolden/Tockley Fund is nearing the end of its life cycle. The principal of the Vanselow Bequest must not be spent, only the interest; total balance is \$206,496.57. Remaining monies from the now-defunct basement project total \$25,500 and may be spent as needed, perhaps on a different major special project. Donations total \$199,388.79 of which \$198,334.55 is restricted. The Vanselow Bequest has accumulated \$3,074.89 in interest. Disbursements from the Endowment Fund, 1/1/2022-6/30/2022 are: 2/17/2012, Stuffit Upholstery, \$1,238.00; 3/4/2022 Northwoods Veterans Post, \$10,000; 4/15/2022, Derek Kuzanowski (the table designer), \$1,500; and 4/28/2022, The Library Store, \$2,542.80, for a total of \$15,280.80. A. Huftel/R. Martinovici/C to approve the report on the Endowment Fund.
- E. Proposed 2023 Library Budget.** J. Zellers presented four scenarios for the Board's consideration. The Board preferred Scenario C that increases personnel funding while keeping other lines flat. R. Blake suggests emphasizing the disparity in personnel pay compared to other departments when making the proposal. E. McCrank suggests emphasizing that the library's Endowment Fund has restrictions and cannot be spent on

personnel and basic operations. R. Mamer/E. McCrank/C to present scenario C: \$442,869.85 from Lincoln County and \$566,175.15 from City of Merrill for a total request of \$1,009,045.00.

F. Strategic Plan Goals and Objectives #1. J. Zellers provided updates on strategic plan Goal #1. E. McCrank suggested that future reports showcase recent updates rather than cumulative.

G. Wisconsin Trustee Essential #20: The library board and building accessibility. J. Zellers provided copies of Trustee Essential #20. She observed that the staff entrance is not accessible. It is worth considering an additional security keypad by the accessible door in the future.

Library director's report

- Open positions have been filled. New hires should be trained up enough to work at public service desks by the end of July. Laurie and Jessica have been the ones doing the training.
- The repaving of the public parking lot should be completed in the week of July 25th. As for the financial responsibility of the other parking lot owner, it is the City's responsibility to pursue collection.
- City Administrator Dave Johnson announced his forthcoming retirement in October.
- I am still working to revise our process for gathering statistics.
- Additional hours post Labor Day to be discussed at next month's meeting.

President's remarks

- M. Geisler is glad to see the parking lot improved.
- E. McCrank wants to discuss Better World Books at next month's meeting.

R. Mamer/J. Wedemeyer motioned to go into closed session with Board members. E. McCrank/R. Blake amended the motion to include legal counsel Dean Dietrich. Roll call vote 9 ayes/0 nays.

"Consideration of motion to adjourn into closed session pursuant to Section 19.85 (1) (c) of the Wisconsin Statutes for the purpose of considering performance evaluation data of a public employee over which the Library Board exercises jurisdiction, including discussion regarding performance evaluation of Director.

The Library Board will not reconvene into open session after the closed session portion of the meeting."

Respectfully submitted,
Jessica Zellers, Secretary