

T. B. Scott Free Library · Board of Trustees
Minutes of the Regular Meeting July 19, 2023

Opening

President Michael 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, Michael Caylor, Audrey Huftel, Richard Mamer, Ryan Martinovici, Elizabeth McCrank. Excused: Darcy Dalsky, Chris Grunenwald. Also present: Laurie Ollhoff, Andrea Bennett, camera operator, and Carol Wendorf (community member).

No correspondence.

No public comment was made.

Consent items

K. Breitenmoser/E. McCrank/C to approve the minutes of the regular meeting of June 21, 2023.

A. Huftel/D. Dalsky/C to accept the monthly Unaudited Revenue and Expense Report for June 2023.

Reports/discussion items/action items

- A. R. Martinovici/A. Huftel/C** amended motion to approve the 2023 Mid-year Endowment Fund Report and payment of Invoice for accounting services rendered to Richard A. Mamer, CPA., in the amount of \$400. Discussion included a review of the IRS Form 990 and the completion of the IRS form by staff at the office of Richard A. Mamer, CPA.
- B. K. Breitenmoser/M. Caylor/C** to approve the 2024 Library Budget Proposal. L. Ollhoff explained budget considerations for 2024 and funding source request to the City of Merrill and Lincoln County. Budget request reflects substantial increase in fixed expenses primarily as a result of rising costs in utilities. Overall, library is experiencing an increase in all material costs.
- C. A. Huftel/E. McCrank/C** to approve request by Ana Blair's Coffee on the Go Coffee Truck to setup at the Library. L. Ollhoff presented the request and explained preferred location for setup. Discussion included hookup requirements. E. McCrank recommended that the City be contacted to ascertain a list of other local food truck vendors to offer the same opportunities to them. L. Ollhoff will contact the City. Food truck setup at the library will be reviewed periodically.
- D. Church Property Status.**
M. Caylor reported as the City-appointed board member. New owner was asked to provide Common Council with plans for the church property. Plans have not been presented. As a result, the new owner will need to reapply for rezoning if they wish to do so.
- E. Committee Appointments:** M. Geisler asked for volunteers to serve on the Personnel & Finance Committee and the Buildings and Grounds Committee. M. Caylor offered to be on the Building and Grounds Committee and was appointed by M. Geisler. Volunteers did not step forward for the Personnel & Finance Committee. M. Geisler will contact board members directly before the August Board meeting to ascertain a committee member.
- F. Service recognitions** were presented by L. Ollhoff. Kay Andrews for 20 years of service and Andrea Bennett for 15 years of service. They are commended for their dedication in providing great service to the community and being exemplary library team members.
- G. Strategic Plan Goals and Objectives #1.** L. Ollhoff provided updates on Strategic Plan Goals and Objective #1.
- H. Wisconsin Trustee Essential #2: Bylaws—Organizing the Board for Effective Action.** L. Ollhoff provided copies of Trustee Essential #2 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 will not meet during the summer months and reconvene in September just in time to discuss the Fall Book Sale.
- Communication with Kristilyn Vercruyese of MSR Design continues as we advance to a proposal for the addition of a activity/meeting room in the Youth Services Department. Project option proposals will be presented at the August Board meeting.
- Long Range Plan development continues with a Library Visits Report by library administration to be presented at the September Board meeting. Local survey will be developed and delivered for community member input in October.
- Welcome to new Board member, Michael Caylor, as city-appointed member from City of Merrill Common Council.
- Board of Trustees are offered great resources to support them in their duties and responsibilities as Board members by the State of Wisconsin Department of Public Instruction: [United for Libraries](https://www.ala.org/united/) (<https://www.ala.org/united/>)

President's remarks

- Board members will be contacted for remaining committee appointments.

E. McCrank/M. Caylor/C moved to adjourn the meeting at 4:40 p.m. The next regular business meeting of the Board of Trustees is scheduled for August 16, 2023, at 4:00 p.m. in the Library Community Room.

Respectfully submitted,
Laurie Ollhoff, Secretary