

T. B. Scott Free Library · Board of Trustees
Minutes of the Regular Meeting June 21, 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 (4:02pm), Darcy Dalsky, Audrey Huftel, Richard Mamer, Elizabeth McCrank, Jim Wedemeyer. Excused: Ryan Martinovici. Unexcused: Rick Blake. Also present: Laurie Ollhoff, Andrea Bennett, Chris Grunenbug (incoming Board member) and camera operator.

No correspondence.

No public comment was made.

Consent items

E. McCrank/D. Dalsky/C to approve the minutes of the regular meeting of May 17, 2023.

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

Reports/discussion items/action items

A. E. McCrank/K. Breitenmoser/C to approve **Protection of Library Patron Privacy Policy**.

Minor grammar-related changes noted by L. Ollhoff.

B. A. Huftel/D. Dalsky/C to approve **Gift Policy**.

C. Minor grammar-related changes noted by L. Ollhoff.

D. E. McCrank/A. Huftel/C to approve **Collection Development Policy**.

L. Ollhoff reviewed changes to the process of reviewing materials based upon discussions with the library association. A Statement of Concern will now be the communication piece patrons will be asked to complete when expressing concerns about library materials.

E. D. Dalsky/E. McCrank/C to approve the **Programming Policy**.

L. Ollhoff presented the new Programming Policy designed to inform the public on the process followed for library program development and other events held on library property.

F. E. McCrank/J. Wedemeyer/C to approve **Room Addition Recommendation Request to Proceed**.

Discussion included clarification of the request for the addition of a Youth Services Department Activity/Meeting Room and funding. The library will move forward to request project management estimates from MSR Design, Inc. to include various project options for subsequent approval by the Library Board of Trustees. Next steps will include securing local contractor, obtaining project cost estimates, funding, and final approval by the Library Board of Trustees.

G. Church Property Status.

The new property owner's request to rezone from public to business was dismissed as a result of lack of communication. New property owner will be required to refile request.

H. Strategic Plan Goals and Objectives #4. L. Ollhoff provided updates on Strategic Plan Goals and Objective #4.

I. Wisconsin Trustee Essential #1: The Trustee Job Description. L. Ollhoff provided copies of Trustee Essential #1 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.
- We are busting at the seams as a result of the Summer Reading Challenge "All Together Now." Lots of great things going on at the library and participation is at record-breaking levels. This is all made possible because of the amazing library staff. They are "Rock Stars!"

- The library administration team toured five Wisconsin public libraries as part of the library's next 5-year Long Range Plan process. Libraries visited: Chippewa Falls Public Library, Rice Lake Public Library, Mukwonago Community Library, Monona Public Library, and De Forest Public Library. A report of findings based upon discussions and observations will be made to the Board of Trustees at the July 19, 2023, meeting.
- The Library's first official Staff Development Day took place on Monday, June 19, and was a great success. City of Merrill Fire Department crew members were on site to provide emergency service training to library staff. The remainder of the day allowed departments to program plan and organize and maintain library materials.
- Reminder to Board of Trustees to mark their calendars for the scheduled tour at the Fromm Estate on Saturday, August 26, 2023.
- Recognized Jim Wedemeyer, Library Board of Trustees for over 25 years as he steps down and retires from his service to the community as a distinguished representative of the Library. Jim was presented with a parting gift and wished well on this new chapter in his life.
- Recognized Chris Grunenwald as the new appointment by Mayor Steve Hass to become Jim Wedemeyer's successor. C. Grunenwald's role on the Library's Board of Trustees will begin at the next Board meeting on July 19, 2023.

President's remarks

- Thank you to Jim Wedemeyer of his many years of service to the Board.

J. Wedemeyer/R. Mamer/C moved to adjourn the meeting at 4:33 p.m. The next regular business meeting of the Board of Trustees is scheduled for July 19, 2023, at 4:00 p.m. in the Library Community Room.

Respectfully submitted,
Laurie Ollhoff, Secretary