

T. B. Scott Free Library · Board of Trustees
Minutes of the Regular Meeting December 20, 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, Chris Grunenwald, Audrey Huftel, Ryan Martinovici, Elizabeth McCrank, Richard Mamer. Excused: Darcy Dalsky, Michael Caylor. Also present: Laurie Ollhoff, Maria Pregler, and camera operator.

Notes of thank you to T.B. Scott Free Library for donations by staff members were received from Pine Crest Nursing Home and Boys & Girls Club of Merrill – Prairie River Middle School. Note of thank you from Kindhearted Home Care, LLC, staff and the clients they bring to the Library for Adult Story Time. Note with monetary donation for Wisconsin State Park passes & youth snowshoes from the Friends of the Council Grounds.

No public comment was made.

Consent items

R. Martinovici/E. McCrank/C to approve the minutes of the regular meeting of November 15, 2023.

K. Breitenmoser/R. Martinovici/C to accept the monthly Unaudited Revenue and Expense Report for November 2023.

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

Reports/discussion items/action items

- A. E. McCrank/K. Breitenmoser/C** to approve the **Social Media Policy**. No further discussion.
- B. E. McCrank/K. Breitenmoser/C** to approve the Customer-Facing Social Media Policy. E. McCrank asked for clarification on whether this was a proactive or reactive measure resulting from issues on the library's social media. L. Ollhoff indicated that it was a proactive measure recommended by library organizations. No further discussion.
- C. MSR Design Youth Services Update** was provided by L. Ollhoff. Full schematic drawings have been delivered to N. Wszalek, the City's Facilities Maintenance Manager. He will contact a local contractor to obtain an estimate of the constructions cost related to the project completion. N. Wszalek, the local contractor, library administration, and representatives of MSR Design will meet to discuss details before an estimate is prepared.
- D. 2024-2028 Long Range Plan Survey Update** was provided by L. Ollhoff. The survey data is in the process of analyzation by E. Brewster, A. Lersch, and L. Ollhoff with a Final Report to the Board at the January 2024 Board of Trustees Meeting.
- E. Adjacent Church Update:** L. Ollhoff reported that library staff have seen minimal activity recently. Nothing further to report.
- F. Strategic Plan Goals and Objectives #5.** L. Ollhoff provided updates on Strategic Plan Goals and Objective #1. No further discussion.
- G. Wisconsin Trustee Essential #8: Developing the Library Budget.** L. Ollhoff provided copies of Trustee Essential #8 for review and questions. No further discussion.

Library Director's Report

- Library program highlights were provided.
- Nothing to report from the Wisconsin Valley Library System representative Diane Peterson. WVLS Director's Report was provided for review.
- Friends of the Library did not hold their poinsettia fundraiser this year with hopes to bring it back in 2024. Friends of the Library will reconvene in March 2024 after their snowbird members return.
- Vintage postcard mural is complete. M. Duginski, a library patron, will frame the original postcard with description to be displayed next to the mural.

- Youth Services Activity Room project is moving forward with project estimates by a local contractor.
- Reiterate that the draft of Strategic Plan Community Survey Report to be presented at the Board of Trustees Meeting in January 2024.
- Outreach and collaboration continue with other area non-profits to provide programming to community members. Library will provide a venue for “Stepping On,” an adult services program facilitated by the ADRC of Central Wisconsin.
- The [Northern Wisconsin ILS Consortium Exploration \(NICE\)](https://nicelibraries.org/) Team continues to meet as it works through the process of consolidating the Wisconsin Valley Library Service and Northern Waters Library Service systems into one. NICE Team updates related to the pending consolidation can be found at <https://nicelibraries.org/>.

President’s remarks

- Thank you to everyone.

R. Martinovici/ E. McCrank/C moved to adjourn the meeting at 4:26 p.m. The next regular business meeting of the Board of Trustees is scheduled for January 17, 2024, at 4:00 p.m. in the Library Community Room.

Respectfully submitted,
Laurie Ollhoff, Secretary