

T. B. Scott Free Library · Board of Trustees
Minutes of the regular meeting, May 18th, 2022

Opening

Vice President Tim Meehan called the regular meeting of the Board of Trustees to order at 4:00 p.m. in the Library Community Room. Present: Audrey Huftel, Katie Breitenmoser, Darcy Dalsky, Elizabeth McCrank, and Ryan Martinovici (arrived 4:30). Excused: Mike Geisler, Jim Wedemeyer, and Richard Mamer. Also present: Jessica Zellers, Laurie Ollhoff, Andrea Bennett, Mayor Steve Hass, and camera operator.

The Board reviewed correspondence from Lincoln County Humane Society, thanking library staff for their donation, and Prevent Child Abuse Wisconsin, thanking staff for distributing their bookmarks.

During the public comment period, Assistant Director Laurie Ollhoff spoke about staffing and scheduling and how difficult it has been to maintain operations, especially when people call in sick.

Consent items

A. Huftel/E. McCrank/C to approve the minutes of the regular meeting of April 20, 2022.

E. McCrank inquired about monies received from Better World Books; those funds go to the Friends of the Library. T. Meehan recommends bringing up rising energy costs with city.

E. McCrank/D. Dalsky/C to accept the monthly Revenue and Expense Report for April 2022.

Reports/discussion items/action items

- A. Library open hours.** Restoring more open hours is the goal, but right now there is one vacancy with new staff who are not ready to work solo desk shifts yet. Most part-timers are already maxed out at their hours; increasing them would mean added costs in benefits (paid time off, retirement, and medical). There's not enough room in the budget to hire an additional part-timer. So for now, we will do some publicity explaining the reduced hours, with the positive spin of working toward more open hours after July 4. E. McCrank/K. Breitenmoser/C approved opening Monday through Thursday evenings an extra hour, till 7 p.m., with the goal to implement by July 4th.
- B. Endowment request: collection refresh.** J. Zellers discussed the need to replace outdated books and books in bad condition and asked the Board to consider funding the collection refreshment project in stages. Discussion about weeding policy and practice ensued; E. McCrank observing that there had been a weeding policy as recently as 2017 (contrary to what J. Zellers had uncovered) and suggested that members of the public have more input in the process. Next month the Board will review an updated Materials Selection Policy as well as a document describing weeding practice and procedure. E. McCrank/K. Breitenmoser/C to table the request for Endowment monies until next month.
- C. Strategic Plan Goals and Objectives #4.** J. Zellers provided updates on strategic plan Goal #4.
- D. Wisconsin Trustee Essential #18: Library board appointments and composition.** J. Zellers provided copies of Trustee Essential #18.

Library director's report

- Jessica and Andrea attended Wisconsin Association of Public Libraries conference last week

- A new Technology Services Coordinator has been hired, but now we need to hire a new Head of Circulation.
- Jessica has started talks with the city about the 2023 library budget. She will make a case for increasing the personnel line, gradually over several years, to get closer to parity with other city employees. She will also make a case for increasing the other lines in the operating budget.

Vice President's remarks

- Jessica has been solo director since June of last year, so Tim will be evaluating her performance, based on discussions with staff and feedback from Board members. Tim will compile the evaluation forms, hopefully within two weeks, and is hoping to perform the evaluation in closed session at next month's meeting.

Adjournment

A. Huftel/E. McCrank/C moved to adjourn the meeting at 4:55 p.m. The next regular business meeting of the Board of Trustees is scheduled for June 15th, 2022, at 4:00 p.m. in the Library Community Room.

Jessica Zellers, Secretary