

T. B. Scott Free Library · Board of Trustees
Minutes of the Regular Meeting May 17, 2023

Opening

Vice President Audrey Huftel called the regular meeting of the Board of Trustees to order at 4:00 p.m. in the Library Community Room. Present: Rick Blake via BlueJeans Virtual Meeting Room Portal, Katie Breitenmoser (4:06pm), Darcy Dalsky, Audrey Huftel, Ryan Martinovici, Elizabeth McCrank. Excused: Michael Geisler, Richard Mamer, and Jim Wedemeyer. Also present: Laurie Ollhoff, Andrea Bennett, and camera operator.

Correspondence received from The Community Food Pantry of Merrill and the Lincoln County Humane Society thanking library staff for the donation received from Blue Jean Friday collections. Also received a congratulatory note from TeachingBooks.net for books awarded at WAPL Conference.

No public comment was made.

Consent items

E. McCrank/D. Dalsky/C to approve the minutes of the regular meeting of April 19, 2023.

D. Dalsky/R. Martinovici/C to accept the monthly Unaudited Revenue and Expense Report for April 2023.

Reports/discussion items/action items

A. L. Ollhoff reported that there were no policy reviews or updates for the month of April.

B. E. McCrank/D. Dalsky/C to approve Action Item: Endowment Fund Request from Youth Services.

L. Ollhoff presented the request for new furnishings for the Youth Services Department. The purchases will complete the interactive literacy center for our young patrons to enjoy. Furniture pieces to be purchased to replace dated and soiled items. R. Blake asked for clarification related to the cost of the furniture pieces. It was explained by L. Ollhoff and A. Bennett that library furnishings are more expensive than your everyday pieces bought at a local furniture store. They are constructed to withstand heavy use and ease for cleaning purposes.

C. Discussion Item: L. Ollhoff presented a preliminary outline for the Long-Range Planning Process for 2024-2028 that included a timeline that would ensure that necessary steps were taken to gather information from staff and community members. The process will begin with the Library administration team visiting like-sized libraries in the state to evaluate and make comparisons. Followed by a review of existing documentation and additional input provided by the community and staff through surveys. Updates will be presented to the Board throughout the process and a Preliminary Services Response and Goals Report will be made to the Board in January 2024. A draft of the 2024-2028 Long Range Strategic Plan will be presented in February 2024 with a final version of the 2024-2028 Long Range Strategic Plan to be presented in April 2024.

D. Discussion Item: L. Ollhoff shared an update on the adjacent church property and its sale to Brian Lee. A rezoning request has been made by the new owner and is pending approval by the City Common Council. L. Ollhoff and M. Geisler attended the Zoning Committee meeting to gather information. Specific plans from the new owner were not available and were being requested by the Common Council. The decision for rezone from Public to Business use was tabled to the June 2023 Common Council meeting. Discussion by various board members in attendance related to the parking lot agreement that was made by past owners of the property. The new owner as of the date of the board meeting had not made contact with representatives of the Library or the city to the best knowledge of L. Ollhoff.

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

F. 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 for upcoming events were provided.
- Nothing to report from Diane Peterson, Wisconsin Valley Library Service (WVLS) representative.
- Youth Services and Adult Services are set to go with the 2023 Collaborative Summer Literacy Program themed "All Together Now."
- Plans for the June 19 Staff Development Day are set to include safety training with the Merrill Fire Department, team building activities, diversity and equity discussions, a review of library resources made available through the Wisconsin Valley Library Services and the state of Wisconsin.
- Attendance at the Wisconsin Association of Public Libraries Conference was productive. Various sessions related to strategic planning and the creation and maintenance of a healthy work environment proved to be extremely useful. Networking with librarians throughout the state provided opportunities to share stories and learn from one another.

Vice President's remarks

- Nothing to report.

R. Martinovici /A. Huftel/C moved to adjourn the meeting at 4:29 p.m. The next regular business meeting of the Board of Trustees is scheduled for June 21, 2023, at 4:00 p.m. in the Library Community Room.

Respectfully submitted,
Laurie Ollhoff, Secretary