T. B. Scott Free Library Board of Trustees
REGULAR MEETING
December 16th 2020
Minutes

1. Opening

President Mike Geisler called the Regular Meeting of the Board of Trustees to order at 4:01 p.m. virtually facilitated through BlueJeans. Present: Gene Bebel, Katie Breitenmoser, Darcy Dalsky, Paul Gilk, Audrey Huftel, Richard Mamer, Tim Meehean, and Jim Wedemeyer. Also present: Laurie Ollhoff.

Ms. Stevens relayed a comment received via Facebook from a family that enjoyed the recent activity packs and an email from the principal at Trinity School regarding their use & enjoyment of the online storytime offerings. There was no public comment.

2. Consent Items

M Bebel/S Wedemeyer/C to approve the minutes of the November meeting as printed.

M Meehean/S Wedemeyer/C to accept the Monthly Revenue and Expense Report for November.

3. Reports/Discussion Items/Action Items

A. Update on COVID-19 Building Closure, Curbside Pickup and Reopening: Ms. Stevens and Mr. Geisler made the decision to have the library remain closed and offer only curbside pickup until January 4th due to the high level of community-wide spread of COVID-19 and the need to ensure appropriate staffing level based on input from the Merrill City Administrator and the Lincoln County Health Department. Board Members by consensus advised that Mr. Geisler and Ms. Stevens evaluate reopening prior to the January 4th based on Lincoln County Health Department guidance, input by City officials and adequate staffing levels.

B. Quarterly Contract Review: John Greenwood: Ms. Stevens briefly discussed Mr. Greenwood's work on ongoing programs: progress of the Wisconsin Humanities Grant: Expanding the River Bend Trail; update on the Aware and Active Citizens (AAC) and AAC Executive Committee meetings; work on the Merrill Marketing Task Force; collaboration with staff on the John Adams discussion series; and progress with Kettering Initiatives for Democratic Practices Learning Exchange. M Mamer/S Meehean/C to approved the payment of $3,780 for consulting services with John Greenwood for the year 2021 from the Endowment Fund and $3,780 from the library operating budget. Task logs for Mr. Greenwood are on file and most recent logs will be provided at the next board meeting.

C. Job Description: Library Director: M Meehean/S Huftel/C to approve the Job Description for the Library Director as presented.

D. 2021 Budget Update: Ms. Stevens made recommendations for budget line adjustments with a zero-cost impact, to better reflects costs within those line items. M Breitenmoser/S Huftel/C to approve the budget reallocations as presented.

E. Strategic Plan Progress: Goal #5: Updates to Goal #5 were provided. Ms. Stevens will provide a review of the updated 2019-2023 Goals & Objectives document at the January meeting.

F. Wisconsin Trustee Essential #27-Trustee Orientation and Continuing Education: Copies were provided of Trustee Essential #27. Board members were provided information regarding the upcoming Wild Wisconsin Training sessions available in January.

G. Reports from Friends and WVLS Representative: The Friends had a successful fundraiser. MCPL continues with their exploration of moving from Wisconsin Valley Library Service to South Central Library System. The final meeting of the Task Force is scheduled for December 21st.

4. Forthcoming Events & Library Director Report

- November Monthly Statistical Report was provided.
- Fall Family Story Time has ended for the season. Virtual Family Fun Night on December 3rd was a success.
- Planning for the 2021 Summer Reading Program has begun.

- Adult Winter Read Challenge will start January 1st, allowing participation either online or by paper format.
- Local resident Mary Ament will be playing the harp at the library Friday. This program offering will be shared to the public via Facebook Live.
- Annual holiday letter, which includes an Endowment Fund donation card, will once again be sent.
- Endowment Fund monies were approved at the August Board Meeting for the payment of the fence placed on North side of building. Based on the Library Capital Improvement document and prioritization of available funds related to COVID and the adjustments that have been made to activities as was discussed at the November meeting, this project was funded out of library operating funds.
- Church property adjoining the parking lot is again for sale.

5. Adjournment

M Bebel/S Meehean/C to adjourn the meeting at 4:40 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on January 20th at 4:00 p.m. either in the Library Community Room or virtually and will be posted accordingly.

Stacy D. Stevens, Secretary