

T. B. Scott Free Library Board of Trustees
REGULAR MEETING
April 21st 2021
Minutes

1. Opening

President Mike Geisler called the Regular Meeting of the Board of Trustees to order at 4:00 p.m. in the Library Community Room. Present: Gene Bebel, Katie Breitenmoser, Darcy Dalsky, Paul Gilk, Audrey Huftel, Richard Mamer, Tim Meehean (-4:45) and Jim Wedemeyer. Also present: Jessica Zellers, Laurie Ollhoff, and Nick Wszalek.

A thank you letter was received from inmates at the Lincoln County Jail thanking the library for the books given for their use. A thank you from the Lincoln County Humane Society for the proceeds of the March Staff Casual Friday donations. New Library Director Jessica Zellers was introduced.

2. Consent Items

M Meehean/S Bebel/C to approve the minutes of the March 17th meeting and to accept the Monthly Revenue and Expense Report for March.

3. Reports/Discussion Items/Action Items

A. Update on COVID-19 Building Closure, Curbside Pickup, and Reopening: A copy of the recent addendum to the Wisconsin Public Libraries Reopening Guide dated April 6th 2021 was provided for reference and discussion. The Lincoln County Situation Report from Monday April 19th provided an update that the COVID-19 Activity Level in Lincoln County is High. There will be no change in current procedures in place for patrons and staff. Board members requested that a report from the Lincoln County Health Director, Shelley Hersil, be provided at the next meeting.

B. After the Bell Donation: In consideration of the library's continued interest in the success of community afterschool youth activities, M Meehean/S Wedemeyer to approve \$3,000 from the Endowment Fund for the After the Bell Program. M Mamer/S Wedemeyer/C to amend the motion and approve \$4,000 from the Endowment Fund for the After the Bell Program. This amount was increased this year due to concerns related to MAPS transition of 5th grade students to Prairie River Middle School.

C. Building and Grounds Update: The maintenance of the Scott Mausoleum was discussed.

A proposal was provided for the cleaning of the exterior of the building and exterior windows. M Meehean/S Bebel/C to approve funds per the proposal for this project from the Endowment Fund.

D. Standardized Loan Periods and Policy Review: Fines and Fees: The recommendations for Standardized Checkout Periods approved by the VCAT Council were provided to the board for review and discussion. M Meehean/S Breitenmoser/C to approve the revised Fines and Fees Policy and transition to the Standardized Loan Periods prescribed by the VCAT Council to go into effect at a date of November 1st or later. Staff will use the intervening time to develop and implement promotional/educational materials for library patrons on the transition. The Check-Out Policy brochure given to all new library card holders will be updated to reflect the policy at the time of the change.

E. John Greenwood Contract Review: Task logs for Mr. Greenwood were provided and discussed. Oral history audio interviews are being conducted as part of the Expanding the River Bend Trail-Wisconsin Humanities Grant. An extension of the grant has been approved.

F. Strategic Plan Progress: Goal #2: Updates to Goal #2 were provided.

G. Wisconsin Trustee Essential #4-Effective Board Meetings and Trustee Participation: Ms. Stevens provided copies of Trustee Essential #4.

H. Reports from Friends and WVLS Representative: The Friends generously provided \$1,500 in funding for the library's Summer Library Program. A copy of the March WVLS Director's Report was provided.

4. Forthcoming Events & Library Director Report

- March Monthly Statistical Report was provided.
- Youth Services May 3rd Storytime is a special storytime celebrating Firefighter's Day in conjunction with the May 4th Touch-A-Firetruck Event.
- A copy of the Profile 2021 published by the Merrill Foto News featuring an ad for the library was provided for review. The Summer Activity Guide which is being published April 22nd will also feature an ad and promotions for the Summer Library Program.
- Use of Federal CARES Act funds for wireless printing are being planned.
- Library/Community Liaison staff member Casey Hanson recently provided staff education on Trauma Informed Care. Handouts were shared with the Board.
- A copy was provided of the proposed City of Merrill Ordinance amending Standing Committees which names the Library Director as a member of the newly created Marketing and Communications Committee.

5. Adjournment

M Meehan/S Wedemeyer/C to adjourn the meeting at 5:05 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on May 19th at 4:00 p.m. in the Library Community Room.

Stacy D. Stevens, Secretary