

T. B. Scott Free Library · Board of Trustees
Minutes of the Regular Meeting April 19, 2023

Opening

President Mike Geisler called the regular meeting of the Board of Trustees to order at 4:00 p.m. in the Library Board Room. Present: Rick Blake via BlueJeans Virtual Meeting Room Portal, Darcy Dalsky, Audrey Huftel, Richard Mamer, Ryan Martinovici, Elizabeth McCrank, and Jim Wedemeyer. Excused: Katie Breitenmoser. Also present: Laurie Ollhoff, Andrea Bennett, Kristilyn Vercruysse of MSR Design (4:25pm) via BlueJeans Virtual Meeting Room Portal, and camera operator.

No correspondence to review.

No public comment was made.

Consent items

E. McCrank/A. Huftel/C to approve the minutes of the regular meeting of March 15, 2023.

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

E. McCrank/R. Martinovici/C to accept the monthly Unaudited Revenue and Expense Report for December 2022.

Reports/discussion items/action items

- A. D.Dalsky/R. Martinovici/C** to approve Action Item: Confidentiality of Patron Records Policy. L. Ollhoff presented revisions required to reflect changes to WI State Statutes.
- B. A. Huftel/E. McCrank/C** to approve Action Item: Library Account Creation & Loan Policy. L. Ollhoff presented minor revisions to more accurately state verification requirements for library account creation and by what means verification can be made.
- C. R. Martinovici/D. Dalsky/C** to approve Action Item: Internet Use Policy. L. Ollhoff presented the policy for review as no revisions were necessary.
- D. No Action Required.** Conflict of Interest Statements were provided to all Board of Trustees, which required their signature to confirm understanding and acceptance of the terms of the Conflict of Interest Statements. These statements will be kept on file at the Library.
- E. No Action Required.** The Board of Trustees were provided a summary and Revit Digital Designs of the Space Needs Study completed by MSR Design. Kristilyn VerCruysse of MSR Design attended the meeting and was available to answer questions. Discussion took place related to the documentation provided and the library will continue to move forward with low-cost solutions to provide continued high-quality service to the community. Discussions are to continue related to the suggested addition of an additional meeting room space to be located on 2nd floor in the Youth Services Department.
- F. Discussion Item:** Board of Trustee James Wedemeyer will be retiring and stepping down from the Library Board of Trustees effective June 1, 2023. Discussion included mention of local resident and attorney, Chris Gruenenwald, as the Library Board's recommendation to Mayor Hass. L. Ollhoff will pass on this recommendation to Mayor Hass for appointment at the May City Council meeting.
- G. Strategic Plan Goals and Objectives #3.** L. Ollhoff provided updates on Strategic Plan Goals and Objective #3. E. McCrank commented on data collection and how to best gauge program success. L. Ollhoff shared that the library has asked attendees to complete surveys in the past with limited case. While participation is always the best gauge of success, it is not the only means of determining success. Attendee satisfaction is often considered as well. The library will continue to seek ways to better gauge program success.
- H. Wisconsin Trustee Essential #27. Trustee Orientation and Continuing Education** L. Ollhoff provided copies of Trustee Essential #27 for review and questions.

Library Director's Report

- Library program highlights for upcoming events were provided
- Nothing to report from Diane Peterson, Wisconsin Valley Library Service (WVLS) representative.
- Friends Spring Book Sale to be held Thursday, April 20, 2023, through Saturday, April 22, 2023. Lots of books to sell.
- New outdoor signs are now complete. The Library name sign was designed by Premier Printing, Merrill, WI, and the Library electronic announcement sign was installed by Graphic House, Wausau, WI.
- The Library will be celebrating National Library Week “There’s More to the Story” with a number of activities in the Youth Services and Adult Services Departments and prizes to follow. The Library will be highlighting the “More” throughout the week on the Library website and social media. The week will end with a Puzzle Competition for Adults on Saturday, April 29, 2023.
- The Library staff are working hard getting ready for another successful Summer Reading Challenge, “All Together Now.” Programs and activities will be highlighted throughout the summer on the Library website and social media. The online platform Beanstack will once again be the reading tracker made possible through a contract with the Wisconsin Department of Public Instruction. School Districts throughout the State were invited to participate on the Beanstack platform, as well, so we are hopeful that there will be increased participation in our area as a result.
- The Library’s Seed Library is up and running with our very own Cat Oftedahl being featured in the Wisconsin Valley Library Service newsletter.
- Plans for the first of many staff development days set for June 19, 2023, are underway. The Library will be closed to the public for the entire day.

President's remarks

- M. Geisler, Board President, will be on vacation at the time of the next Library Board of Trustee’s Meeting and Vice President A. Huftel will preside over the meeting.

R. Martinovici /A. Huftel/C moved to adjourn the meeting at 4:55 p.m. The next regular business meeting of the Board of Trustees is scheduled for May 17, 2023, at 4:00 p.m. in the Library Community Room.

Respectfully submitted,
Laurie Ollhoff, Secretary