

T. B. Scott Free Library · Board of Trustees
Minutes of the regular meeting, February 16th, 2022

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: Audrey Huftel, Richard Mamer, Tim Meehean, Paul Gilk, Darcy Dalsky, and Ryan Martinovici. Excused: Jim Wedemeyer, Katie Breitenmoser. Also present: Jessica Zellers, Laurie Ollhoff, Andrea Bennett, and camera operator.

The Board reviewed correspondence Wisconsin Humanities thanking Assistant Director Laurie Ollhoff for her assistance with a site visit. There was no public comment.

Consent items

P. Gilk/A. Huftel/C to approve the minutes of the regular meeting of January 19, 2022.
T. Meehean/D. Dalsky/C to accept the monthly Revenue and Expense Report for December 2021.
T. Meehean/A. Huftel/C to accept the monthly Revenue and Expense Report for January 2022.

Reports/discussion items/action items

- A. 2021 State Annual Report.** A. Huftel/R. Mamer/C to approve the presented draft version as final for submission to the state.
- B. 2021 State Annual Report: System Effectiveness Statement.** T. Meehean/A. Huftel/C to affirm the statement concerning public library system effectiveness.
- C. Endowment fund report.** R. Mamer presented the unaudited financial statement for the period ended December 31, 2021. Total fund balances were \$484,338.86. The basement project funds are available to be added to other special projects. Interest income continues to decline. Solar monies are now being recorded as donations. The Donna Mae Hendricks Estate has sent us a partial distribution of \$5,882.92, which was less than we had anticipated; M. Geisler will inquire if more is coming. The final payment to the VFW will be going out next week. R. Martinovici/D. Dalsky/C to approve the unaudited financial statement.
- D. Annual review of goals and objectives.** J. Zellers presented an overview of the goals and objectives.
- E. Endowment request, revised: upholstery.** At the January 2022 meeting, the Board approved a quoted price for upholstery for \$1,140.00. Upon completion, the actual price was \$1238.00. R. Mamer/T. Meehean/C to approve the amended upholstery request for \$1238.00.
- F. Endowment request: sensory wall in Youth Services.** Andrea Bennett, Head of Youth Services, asked the Board to consider funding a sensory wall to be purchased from The Library Store, based in Illinois. T. Meehean/A. Huftel/C to approve the purchase of the sensory wall for \$3,562.05.
- G. Wisconsin Trustee Essential #15: Public Records Law.** J. Zellers provided copies of Trustee Essential #15.

Library director's report

- At Library Legislative Day, Governor Tony Evers presented Assistant Director Laurie Ollhoff with a Certificate of Commendation honoring T. B. Scott Free Library “for its countless contributions to the Merrill community and for serving as a bold example for public libraries everywhere.”

- The standing Friends sale has been relocated from the atrium to the lobby.
- The Health Department supplied the library with N-95 masks for the public. All 200 masks were distributed within days, so they will be providing more. The Health Department is also coordinating a Covid vaccine clinic on Saturdays in February in the Community Room.
- Of the two open Library Assistant positions, one has been filled by Sarah Schoerner. The other remains vacant. We have received few quality applications, presumably due to the difficult hiring market and wages that are not competitive with other employers. We plan to keep the position open until filled.
- The new library catalog, Aspen, is scheduled to go live on March 7. It will have a learning curve for staff and patrons, but it will have some good features for end users.
- The atrium (the space by the foot of the stairs where the water fountain had been) will be repainted and lightly redecorated: nothing major, but enough to make it inviting and cozy. We hope to use the space for a modest collection of foreign language and English as a Second Language (ESOL) materials, to be funded by grant money. Once it is in place, we can promote it to native speakers of foreign languages as well as English speakers who are learning new languages.

President's remarks

- M. Geisler got some quotes for the slice of tree, starting at \$1,600. Options include turning it into a wall hanging or a table and engraving it with images. This item will be on the agenda for the next Board meeting.

Adjournment

R. Martinovici/T. Meehan/C moved to adjourn the meeting at 4:37 p.m. The next regular business meeting of the Board of Trustees is scheduled for March 16th, 2022, at 4:00 p.m. in the Library Community Room.

Jessica Zellers, Secretary