

T. B. Scott Free Library · Board of Trustees
Minutes of the regular meeting, January 19th, 2022

Opening

President Mike Geisler called the regular meeting of the Board of Trustees to order at 4:02 p.m. in the Library Community Room. Present: Audrey Huftel, Jim Wedemeyer, Katie Breitenmoser, Richard Mamer, Tim Meehean, Paul Gilk, and Ryan Martinovici (arrived 4:15). Excused: Darcy Dalsky. Also present: Jessica Zellers, Laurie Ollhoff (attending virtually), Andrea Bennett, and camera operator.

The Board reviewed several pieces of correspondence: letters from United Way, After the Bell, and Tree of Hope, and the Community Food Pantry of Merrill, all thanking library staff for their charitable donations. There was no public comment.

Consent items

T. Meehean/A. Huftel/C to approve the minutes of the regular meeting of November 17, 2021.

T. Meehean/R. Mamer/C to accept the monthly Revenue and Expense Report for November 2021.

Reports/discussion items/action items

- A. Officer Elections: President, VP, Financial Secretary.** R. Mamer/P. Gilk/C to approve the current slate for another term.
- B. Policy: Mature Audiovisual Materials.** Ratings for AV materials are designated by external ratings groups, not library staff. J. Wedemeyer/A. Huftel/C to approve the revised policy.
- C. Policy: Volunteer Workers.** T. Meehean/K. Breitenmoser/C to approve the revised policy.
- D. Policy: Personnel.** T. Meehean/R. Mamer/C to approve the revised policy.
- E. Vote on updated City of Merrill Personnel Policies.** The City of Merrill recently made changes to policies on longevity and vacation leave (already approved by the Common Council) and is expected to make changes to vacation donation in 2022. These vacation donation changes are already in practice as of January 1. T. Meehean recommends approving the changes as stated but recommends that we pursue revising our own policy for additional clarity. J. Zellers will work with the Board to improve the policy in the coming months. T. Meehean/A. Huftel/C to accept updated personnel policies as presented in Board packet.
- F. Vote on temporary wage increase for Sarah Maerz.** The Board collectively thanks Sarah Maerz for taking on additional duties, with M. Geisler, R. Mamer, and P. Gilk speaking from personal knowledge of her valuable role in the library. In December, President Geisler and J. Zellers approved a temporary wage increase for Sarah Maerz (to last while the library's bookkeeper is unable to perform bookkeeping duties) on a provisional basis until the Board could vote. P. Gilk/R. Mamer/C to approve the temporary wage increase
- G. Endowment request: upholstery.** The Zander Trust went up roughly \$120,000. The Zander Trust will transfer more than \$43,000 to the Endowment fund. Municipal bonds have lost approximately \$6,000. P. Gilk encouraged the Board to consider green investments in the future. R. Mamer will give a formal financial report in February.
J. Zellers asked the Board to consider funding the upholstery of seven chairs. R. Mamer/T. Meehean/C to approve the request of \$1,140.00 for upholstery.
- H. Strategic Plan Progress: Goal #1.** J. Zellers provided updates to Goal #1.

I. Wisconsin Trustee Essential #14: Open meetings. J. Zellers provided copies of Trustee Essential #14.

Library director's report

- The staffing situation is difficult right now: 5 are out sick, 4 with probable or definite Covid. The library needs to reduce opening hours to the public, hopefully just for this week and next. The director and the president will consult with each other if further closures are needed.
- Covid levels are critically high in every county in Wisconsin right now. Although Covid is sweeping through the staff, it could be worse. The director thanks the Board members for their continued willingness to require masks.
- Aspen improvements coming to the catalog are slated for March 1.
- The library is still waiting on the December Revenue and Expense report from the city, but we are happy to report that we spent last year's budget to the penny.
- Assistant Director Laurie Ollhoff has won an all-expenses paid scholarship from WVLS to attend the Public Library Association conference.
- The water fountain reached its end of life. The artist did not wish to attempt repair and did not wish to take it back.
- The lobby area by the door will be repurposed as a permanent Friends sale.
- A patron is transitioning from the MAC Home and thanks the library for supporting him.
- Anecdotally, we have heard that patrons are returning to the library, now that we have eliminated late fines.

President's remarks

- A nearby big old tree has been cut down, but former Assistant Director Don Litzer saved a slice. Jim Wedemeyer hopes we can use it and tie it into local history.

Adjournment

P. Gilk/T. Meehan/C moved to adjourn the meeting at 4:32 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on February 16th, 2022, at 4:00 p.m. in the Library Community Room.

Jessica Zellers, Secretary