

T. B. Scott Free Library · Board of Trustees
Minutes of the Regular Meeting January 18, 2023

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: Rick Blake, Katie Breitenmoser, Darcy Dalsky, Audrey Huftel, Richard Mamer, Ryan Martinovici, Elizabeth McCrank, and Jim Wedemeyer. Excused: Richard Mamer. Also present: Laurie Ollhoff, Andrea Bennett, and camera operator.

The Board reviewed correspondence received from the Merrill Historical Society, Inc., confirming receipt of library historical documentation to be archived at the Merrill Historical Society, Inc., museum.

Consent items

E. McCrank/K. Breitenmoser/C to approve the minutes of the regular meeting of December 21, 2022.

R. The monthly Revenue and Expense Report for December 2022 deferred to February 16, 2023, Board of Trustees meeting as the 2022 calendar year had not been finalized by the City's Financial Director.

Reports/discussion items/action items

- A. E. McCrank/D. Dalsky/C to approve **Inclement Weather Policy**.
- B. J. Wedemeyer/D. Dalsky/C to approve **Fines/Fees Policy**.
- C. E. McCrank/R. Blake/C to approve **Amended Fund Request-Electronic Announcement Sign**. Discussion regarding the additional funding request took place as a result of unforeseen 2022 budget shortfall.
- D. D. Dalsky/A. Huftel/C to approve **Endowment Fund Request-Library Name Sign**.
- E. R. Blake/K. Breitenmoser/C to approve **Library Closure Request for Annual Staff Development**. Discussion followed with an explanation of the intent for closures to allow collaboration with other area libraries facilitating annual regularly scheduled staff development on federally recognized holidays to include Martin Luther King, Jr., Day; President's Day; Juneteenth Day; Indigenous People's Day; and Veteran's Day.
- F. J. Wedemeyer/E. McCrank/C **Disclaimer of Entire Interest in the Nathan Kloske Estate**. Discussion followed to grant Director Laurie Ollhoff authorization to sign the Disclaimer on the Library's behalf. Mr. Kloske's bequest to T.B. Scott Free Library consisted of outdated books that did not comply with the Library's Collection Development Policy guidelines and as a result were not accepted.
- G. **Space Needs Study Update**. L. Ollhoff provided update on the status of the ongoing study. On February 23, 2023, MSR Design will facilitate the first step in the process with a Visioning Session. The day will begin with a discussion with the library staff team at the biweekly staff meeting. MSR Design will tour the building and grounds to develop drawings of the facility spaces along with site measurements and photographs. At 5:30PM, a Community Visioning Session will take place with invited community members and stakeholders.
- H. **Library Long Range Plan**. L. Ollhoff shared that the current Long Range Plan will come to an end in December 2023 and that the process for developing a new five-year plan would begin mid year.
- I. **Strategic Plan Goals and Objectives Full Review**. L. Ollhoff provided updates on Strategic Plan Goals and Objectives in its entirety.
- J. **Wisconsin Trustee Essential #24: Library Friends and Library Foundations**. L. Ollhoff provided copies of Trustee Essential #24 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.

- L. Ollhoff announced that there was a change in direction for the search to hire an Assistant Director/Head of Adult Services. There was an interest in the Assistant Director duties by the current Head of Youth Services. A decision was made to promote from within and that Andrea Bennett, Head of Youth Services had accepted the newly created position of Assistant Director/Head of Youth Services. This required further review and revision of current positions. New posting for the redesigned position of Head of Adult Services was then put in place. We are accepting applications and have received two as of the meeting date.
- Staff is currently gathering data for the Wisconsin Department of Public Instruction Annual Library Report that will be put forth to the Board of Trustees for approval at the scheduled February Board Meeting.
- Status provided on the Merrill Aware and Active Citizens group and the creation of a non-profit organization that developed as a result of past programming offerings. A website for the non-profit is in its development stages, which will promote the work of the non-profit to support and enhance civic engagement in the Merrill community.
- Status provided on the keyless entry/FOB system being installed at the library similar to what is in place at City Hall. This is a City Council approved Capital Project for 2023.

President's remarks

- No remarks were made.

R. Blake /D. Dalsky/C moved to adjourn the meeting at 4:31 p.m. The next regular business meeting of the Board of Trustees is scheduled for February 15, 2023, at 4:00 p.m. in the Library Community Room.

Respectfully submitted,
Laurie Ollhoff, Secretary