T. B. Scott Free Library · Board of Trustees
Minutes of the Regular Meeting January 17, 2024

Opening
President Michael Geisler called the regular meeting of the Board of Trustees to order at 4:01 p.m. in the Library Community Room. Present: Katie Breitenmoser, Chris Grunenwald, Ryan Martinovici, Elizabeth McCrank, Richard Mamer. Excused: Darcy Dalsky, Audrey Huftel. Unexcused: Michael Caylor. Also present: Laurie Ollhoff, Andrea Bennett, Cat Oftedahl, and camera operator.

Note of recognition received from Jill Underly, Superintendent of the Wisconsin Department of Public Instruction to library staff for dedication to the learners in our State. Note of thanks to T.B. Scott Free Library for donations by staff members to the Merrill Fire Department "Tree of Hope" fundraiser.

No public comment was made.

Consent items
R. Martinovici/ R. Mamer/C to approve the minutes of the regular meeting of December 20, 2023.
R. Martinovici/ E. McCrank/C to accept the monthly Unaudited Revenue and Expense Report for December 2023. E. McCrank highlighted the roughly $15,000 surplus on the report. L. Ollhoff clarified that the amount as of the date of the report showed the surplus. However, payments for 2023 expenses were made since the date of the report submitted with the Board meeting packet. A revised report will show a balance amount of $0.00. No further discussion.
E. McCrank/K. Breitenmoser/C accept the Monthly Statistical Report for December 2023.

Reports/discussion items/action items

- **A. E. McCrank/R. Martinovici/C** to approve the Request to the Endowment Fund for Payment of PerMar Fire Alarm System Upgrade Invoice in the amount of $4,535. Discussion included an explanation for the request. State of Wisconsin Department of Safety and Professional Services review of the upgrade plan required installation of additional equipment originally not written into the plan. The City's approved 2023 capital projects amount of $35,000 for the project was insufficient. No further discussion.
- **B. Action Item:** Request to Dissolve Book Fund Account into Endowment Fund Account moved to follow the Endowment Fund Report.
- **C. R. Martinovici/K. Breitenmoser/C** to approve the T.B. Scott Free Library Endowment Fund Report and the dissolution/integration of the Book Fund Account into the Library Endowment Fund General Account. Report was provided and reviewed by R. Mamer. Discussion included steps being taken to streamline fund reporting. No further discussion.
- **D. MSR Design Youth Services Update** was provided by L. Ollhoff. In holding patter until N. Wszalek, the local contractor, library administration, and representatives of MSR Design meet to discuss details of schematic drawings rendered by MSR Design before an estimate is prepared.
- **E. 2024-2028 Long Range Plan Report** was summarized by L. Ollhoff. Highlights included: the process and the work that went into creating a useful report. E. McCrank followed up with questions and comments related to the number of respondents, the respondent base, the validity of the results, and next steps. Highlights included: The majority of respondents were regular patrons. While addressed to some degree, community needs may have been slightly missed because of the survey delivery. Checking out books was the top response. Youth and adult programming were not far behind. History and genealogy were of some importance to respondents. Surprisingly, senior programming was lower in interest of respondents. Again, this leads back to the delivery of the survey. L. Ollhoff expressed the need to refine the existing survey and invite residents in assisted living facilities to complete the survey to better reflect that demographic. No further discussion.

F. **Solar Bond Impact Update:** L. Ollhoff reviewed report received from Legacy Solar Co-op. No further discussion.
G. **Strategic Plan Goals and Objectives #5.** L. Ollhoff provided updates on Strategic Plan Goals and Objective #1-5. L. Ollhoff explained that the 2018-2023 Goals and Objectives would continue to be utilized and updated until the 2024-2028 Strategic Plan was approved and put into practice. No further discussion.
H. **Wisconsin Trustee Essential #9.** Managing the Library's Money**.** L. Ollhoff provided copies of Trustee Essential #9 for review and questions. No further discussion.

Library Director's Report

- Library program highlights were provided.
- Thank you to the Library Board of Trustees for the continued support of staff development days.
- The Library administration team will begin the process of evaluating and developing the Library's next set of Goals and Objectives for the 2024-2028 Strategic Plan. This will be provided at the April 2024 Board of Trustees Meeting.
- Report on Wisconsin Department of Public Instruction Annual Report process. With an anticipated approval date at the February 2024 Board of Trustees Meeting.
- The Northern Wisconsin ILS Consortium Exploration continues to move forward with subcommittee appointments to determine feasibility of a system merger. Nothing further to report.
- Board members are invited to a staff and board social gathering in February.

President's remarks

- Thank you to everyone.

K. Breitenmoser/R. Martinovici/C moved to adjourn the meeting at 4:36 p.m. The next regular business meeting of the Board of Trustees is scheduled for February 21, 2024, at 4:00 p.m. in the Library Community Room.

Respectfully submitted,
Laurie Ollhoff, Secretary

Meeting recording: https://vimeo.com/904612662