CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, MARCH 27, 2024 MINUTES
REGULAR MEETING COMMUNITY ROOM 4:00 PM

I. Opening

1. **Call to order and roll call -**
   Michael Geisler called the regular meeting of the Board of Trustees to order at 4:00 p.m. in the Library Community Room. Present: Michael Caylor, Darcy Dalsky, Chris Grunenwald, Audrey Huftel, Ryan Martinovici, Elizabeth McCrank. Excused: Katie Breitenmoser. Absent: Richard Mamer. Also present: Laurie Ollhoff, Andrea Bennett, and the camera operator.

2. **Correspondence -** A Thank You to the Library was received from Dave Huss of IBA Resources, LLC, for the Library's willingness to host tours and facilitate discussions with high school students surrounding careers in the library science field.

3. **Public comment -** No public comment.

II. Consent Items

1. **Minutes of regular meeting of February 21, 2024 - A. Huftel/R. Martinovici/C** to approve the Minutes of the regular meeting of February 21, 2024. Review and approval was made with no discussion.

2. **Unaudited Monthly Revenue & Expense Reports for February 2024 - R. Martinovici/C. Gruenewald/C** to approve the Unaudited Monthly Revenues & Expense Reports for February 2024. E. McCrank drew attention to the new format of the report. E. McCrank asked for clarification of receipts for furniture. L. Ollhoff explained that old tables were sold to another public library and a local church.

3. **Monthly Statistical Report for February 2024 - M. Caylor/E. McCrank/C** to approve the Monthly Statistical Report for February 2024. L. Ollhoff highlighted the increase in new patron accounts and that the Library saw the amount double in comparison to previous months. E. McCrank referenced checkouts not necessarily increasing but that the Library was seeing increased foot traffic as it is being used for other services/purposes, as well.

III. Reports/Discussion Items/Action Items

1. **Action Item: Review and approval of Animals in the Library Policy - E.McCrank/A. Huftel/C** to approve the Animals in the Library Policy. D. Dalsky inquired about miniature horses as service animals. L. Ollhoff confirmed that miniature horses are, in fact, approved service animals. Dogs and miniature horses are the officially approved service animals. Review and approval was made with no further discussion.

2. **Action Item: Review and approval of Loan Policy - A. Huftel/D. Dalsky/C** to approve the Loan Policy. E. McCrank clarified the purpose of the review. L. Ollhoff stated it was a routine review with minor changes. Review and approval was made with no further discussion.

3. **Action Item: Endowment Fund Request to Purchase Family Computer Workstation - E. McCrank/D. Dalsky/C** to approve the Endowment Fund Request to Purchase Family Computer Workstation. L. Ollhoff mentioned the necessity for the workstation and the fact that the Library recently had a patron working at the library that would have made use of the workstation. No further discussion.

4. **Action Item: Endowment Fund Request to Purchase Lawn Mower for Library Property - R. Martinovici/A. Huftel/C** to approve the Endowment Fund Request to Purchase Lawn Mower for Library Property. L. Ollhoff explained the need for a new machine as the current machine would not last much longer. The used machine will be added to the city auction listing by D. Bonack, Street Department Manager.

5. **Action Item: Approval of Jane Zander Trust Account Report as reported by Richard Mamer at the February 2024 Board of Trustees Meeting - E. McCrank/R. Martinovici/C** to approve the Jane Zander Trust Account Report made by Richard Mamer at the February 2024 Board of Trustees Meeting. No further discussion.

6. **Discussion Item: 2023 T.B. Scott Free Library Local Annual Report -** L. Ollhoff presented and reviewed the Local Annual Report to be shared with area residents highlighting library accomplishments during 2023. M. Geisler highlighted the dementia-friendly designation and the friendly staff shown in the image.

7. **Discussion Item: MSR Design/Local Contractor Youth Services Project Update -** L. Ollhoff provided an update on securing an estimate from contractor, Eric Kieliszewski, for the Acitivity/Meeting Room project. Waiting for prices on some of the materials necessary for the project. Should have an estimate for the April Board of Trustees Meeting.

8. **Strategic Plan Goals & Objectives #2 Review -** Review was made with no discussion.

9. **Wisconsin Trustee Essential #10: Developing Essential Library Policies -** Review was made with no discussion.

IV. **Library Director's Report** L. Ollhoff highlighted the following: Upcoming library events. Friends of the Library will hold their annual Spring Book Sale from April 18-20, 2024, in the Library Community Room. The Library continues to collaborate with the ADRC and the Wisconsin Bureau of Consumer Protection for programming in Adult Services. The Library is developing connections with other non-profits in the state to bring programming that is essential to the needs of our community members. The Northern Wisconsin ILS Consortium Exploration (NICE) continues to move forward with the evaluation of essential components related to the merger of the Wisconsin Valley Library System and Northern Waters Library System. A Town Hall Meeting is scheduled for Tuesday, April 9, from 10:30-11:30 am and members of the Board of Trustees are invited to attend the virtual meeting at the Library. L. Ollhoff announced to the Board the resignation of Nick Wszalek, the Library and City Maintenance Manager, and expressed the importance of finding a knowledgeable replacement for him quickly.

V. **President's Remarks** M. Geisler thanked everyone for attending.

VI. **Date and Time of Next Meeting** Next Board meeting is scheduled for Wednesday, April 17, 2024, at 4:00pm in the 3rd Floor Board Room.

VII. **Adjournment R. Martinovici/A. Huftel/C** Meeting was adjourned at 4:20pm.