CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, APRIL 17, 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 Board Room. Present: Katie Breitenmoser, Chris Grunenwald, Audrey Huftel, Richard Mamer, Ryan Martinovici, Elizabeth McCrank, and Mark Weix. Jr. Excused: Darcy Dalsky. Also present: Laurie Ollhoff, Andrea Bennett, and the camera operator.

   City Council member, Mark Weix, Jr., was welcomed as the newly appointed representative to the Library Board. M. Weix, Jr., shared a bit about himself and his connection to the community.

2. **Correspondence -** No correspondence.

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

II. Consent Items

1. **Minutes of regular meeting of March 27, 2024 -** E. McCrank/A. Huftel/C to approve the Minutes of the regular meeting of March 27, 2024. Review and approval was made with no discussion.

2. **Vouchers for March 2024 -** R. Martinovici/R. Mamer/C to approve the Vouchers for March 2024. L. Ollhoff explained the change in procedure for the approval of expenditures for the Library. E. McCrank inquired if the City Finance Director could attend a meeting to explain the report. L. Ollhoff stated she would follow up with the City Finance Director.

3. **Unaudited Monthly Revenue & Expense Reports for March 2024 -** A. Huftel/R. Martinovici/C to approve the Unaudited Monthly Revenue and Expense Report for March 2024. Approval was made with no discussion.

4. **Monthly Statistical Report for March 2024 -** E. McCrank/K. Breitenmoser/C to approve the Monthly Statistical Report for March 2024. E. McCrank drew attention to increased library traffic. Also, E. McCrank noted the slight decrease in circulation of physical items and an increase in the circulation of ebooks, which is closely related to library trends.

III. Reports/Discussion Items/Action Items

1. **Action Item: Review of YS Department Activity Room Cost Estimate and approval to move forward with Capital Project Funding Process -** R. Martinovici/E. McCrank/C to approve moving forward with the Capital Project Funding Process. L. Ollhoff provided M. Weix with a project summary in order

for him to properly review the project estimate presented to the Board at the time of the meeting. L. Ollhoff explained that this was only an estimate to determine whether a capital funding campaign would be necessary. If approved to move forward with the project, the project would go out for bids from contractors interested in the remodel. The estimator worked with MSR Design architectural firm and the city facilities manager to provide the estimate. M. Geisler stated that funding is available. The consensus was to move forward with the project.

2. **Discussion Item: Present and discuss preliminary 2024-2028 Strategic Plan Goals & Objectives -** L. Ollhoff highlighted the redesign of the Strategic Plan and explained a final report will be presented to the Board in May for final approval. L. Ollhoff drew attention to the addition of Awareness to the 2024-2028 Strategic Plan. L. Ollhoff further explained the structure that will include measurements for each Action Step that will guide in the collection of data to demonstrate the progression in meeting the goals.

3. **Discussion Item: Re-appointment of Katie Breitenmoser as County-appointed Board of Trustees member -** M. Geisler noted K. Breitenmoser's re-appointment as the County-appointed Board of Trustees member.

4. **Strategic Plan Goals & Objectives #3 Review -** Review was made with no discussion.

5. **Wisconsin Trustee Essential #11: Planning for the Library's Future -** Review was made. M. Geisler explained the reason for the review of the Trustee Essential at each meeting.

IV. Library Director's Report L. Ollhoff highlighted the following: Upcoming library events. The final version of the 2203 Local Annual Report inclusion in the board packet. The Circulation Department upgrade is complete. The proposed 2204-2028 Strategic Plan Final Report will be presented to the Board at the May 2024 meeting. The library continues to build connections with community partners for programming and services to community members. Currently working on a project with UW-Stevens Point. The Northern Wisconsin ILS Consortium Exploration Project Committee continues to meet. A Town Hall meeting was held on April 9, 2024, for library staff and board members to attend to facilitate discussion of the project. L. Ollhoff and R. Akey are interviewing candidates for the City Facilities Manager position. L. Ollhoff asked Board members to save the date for a gathering to be held to honor our retiring board member, R. Mamer, and library staff.

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

VI. Date and Time of Next Meeting - Wednesday, Mary 15, 2024, at 4:00 PM.

VII. Adjournment R. Mamer/K. Breitenmoser/C Meeting was adjourned at 4:26 PM.