CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, MAY 15, 2024 MINUTES
REGULAR MEETING COMMUNITY ROOM 4:00 PM

I. Opening

1. **Call to order and roll call -** Audrey Huftel called the regular meeting of the Board of Trustees to order at 4:00 p.m. in the Library Community Room. Present: Darcy Dalsky, Chris Grunenwald, Ryan Martinovici, Elizabeth McCrank, and Mark Weix. Jr. Excused: Katie Breitenmoser, Mike Geisler, and Richard Mamer. Also present: Laurie Ollhoff, Andrea Bennett, Maria Pregler, Robert Lass, Barbara Rothlisberg, Christine Vorpagel, and the camera operator.

2. **Correspondence -** Notes of thank you to the library and the staff from The Community Food Pantry of Merrill, Inc., Lincoln County Humane Society, and HAVEN, Inc., for the monetary donations made by staff on Friday Blue Jean Days and other designated Blue Jean Days in support of other area non-profits.

3. **Public comment -**

   - Barbara Rothlisberg introduced herself as an incoming board member effective 07.01.2024.
   - Christine Vorpagel introduced herself as the new District 9 Supervisor of the Lincoln County Board.
   - Robert Lass introduced himself as the new Ward 5 Alderman for the City of Merrill.
   - No other public comment.

II. Consent Items

1. **Minutes of regular meeting of April 17, 2024 -** M. Weix/D. Dalsky/C to approve the Minutes of the regular meeting of April 17, 2024. E. McCrank had a follow-up question regarding the attendance of the Finance Director related to the Accounts Payable Voucher Report. L. Olhoff brought attention to the in-house spreadsheet attached to the Accounts Payable Voucher printout that provides details about the vouchers. Review and approval was made with no further discussion.

2. **Vouchers for April 2024 -** R. Martinovici/M. Weix/C to approve the Vouchers for April 2024. E. McCrank verified that the Voucher Report no longer needed a signature by two Board members. L. Ollhoff verified that the signatures are no longer required and the approval is given as an item on the Agenda.

3. **Unaudited Monthly Revenue & Expense Reports for April 2024 -** D. Dalsky/C. Grunenwald/C to approve the Unaudited Monthly Revenue & Expense Reports for April 2024. E. McCrank drew attention to an entry under Personnel Services, Item 55110-01-52500 Prior Services-Debt Service for $3,934. L. Ollhoff will follow up with the City Finance Director to provide clarification of that amount. E. McCrank asked for clarification of the Revenues Over/ (Under) Expenditures line item on page 31 of the Revenue and Expense Report (Unaudited). L. Ollhoff provided explanation/clarification, indicated she would verify the information with the City Finance Director, and report back at the June 19, 2024, Board of Trustees meeting.

4. **Monthly Statistical Report for April 2024 -** M. Weix/E. McCrank/C to approve the Monthly Statistical Report for April 2024. M. Weix drew attention to the increase in numbers throughout various aspects of the statistics addressed in the report. E. McCrank continued the discussion with her remarks related to the increase, as well, in both patronage and materials checkout.

III. Reports/Discussion Items/Action Items

1. **Action Item: Review and approval of Borrowing Privileges - Delinquent Patrons -** E. McCrank/D. Dalsky/C to approve the Borrowing Privileges - Delinquent Patrons as amended. E.McCrank requested that the wording of the portion of the first sentence that reads "...patron who has been issued a citation for theft of library materials and has been incarcerated ..." to be amended to read "...patron who has been **either** issued a citation for theft of library materials **or** has been incarcerated ...". Further discussion was held regarding clarification of the intent of this statement and the board members were in agreement with the amended language.

2. **Action Item: Review and approval of the 2024-2028 T.B. Scott Free Library Strategic Plan -** E. McCrank/R. Martinovici/C to approve the 2024-2028 T.B. Scott Free Library Strategic Plan. M. Weix requested clarification on the schedule of review of the strategic plan. L. Ollhoff explained that the plan is a five-year plan that includes five goals. Each goal is rotated through each month and brought to the Board with a list of the action steps and activities that have taken place to meet the specific goal being referenced that month for Board review and discussion.

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

4. **Wisconsin Trustee Essential #12: Library Standards -** Review was made with no discussion.

IV. Library Director's Report L. Ollhoff highlighted the following: Upcoming library events. The summer reading programs in both youth services and adult services are ready to go. Summer hours begin Memorial Day Weekend with Saturday hours revised to 10am-1pm. Friends of the Library Book Sale was a huge success with a profit of $1,277.40. The Fall Sale will be held during the Friends of the Library Week - 10/24/2024 - 10/26/2024. The next phase of the Youth Services Activity Room Project has begun to include discussions with the architect and City Administrator related to the process of accepting bids for the completion of the project. The Northern Wisconsin ILS Consortium Exploration (NICE) Team Project Committee continues with numerous recommendations being made regarding various aspects of the project. A full recommendation report will be presented to library directors from the Wisconsin Valley Library System and the Northern Waters Library System. Details can be found at the NICE Project website - https://nicelibraries.org. The City Facilities Manager vacancy has now been filled with an accepted offer by Taylor (TJ) Brunett and approval by City Council with a start date of June 24, 2024. Next Staff Development Day will be the same date as the next Board of Trustees meeting on June 19, 2024. Staff working that afternoon will attend the Board meeting.

V. **President's Remarks** No remarks were made as the Board President was excused to attend.

VI. **Date and Time of Next Meeting**

1. **Wednesday, June 19, 2024, @4PM**
   Library Community Room -

VII. **Closed Session** Motion to convene into Closed Session. E. McCrank/D. Dalsky/Roll Call with all "Yes" for those in attendance.

1. **Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations as it relates to staff use of library social media. -**

VIII. **Adjournment** The Board returned from Closed Session.
R. Martinovici/C. Grunenwald/C Meeting was adjourned at 4:40 PM.