CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, JUNE 19, 2024 MINUTES
REGULAR MEETING COMMUNITY ROOM 4:00 PM

I. Opening

1. **Call to order and roll call -** Vice President A. Huftel called the regular meeting of the Board of Trustees to order at 4:00PM in the Library Community Room. Present: Katie Breitenmoser, Darcy Dalsky, Chris Grunenwald, Elizabeth McCrank, and Mark Weix, Jr. Excused: Michael Geisler, Richard Mamer, Ryan Martinovici. Excused early: Katie Breitenmoser at 4:15PM. Also present: Laurie Ollhoff, Andrea Bennett, Maria Pregler, Chris Sprague, Tena Gnewuch, Donna Plautz, Faith Martinson, Kevin Wendt, Evan Marzahn, Cat Oftedahl, Barbara Rothlisberg, Bob Lass, Emily Ley, and the camera operator.
2. **Correspondence -** L. Ollhoff presented two items of correspondence: A Thank You from the Trinity Merrill Lutheran School Students for the library's participation in the scavenger hunt and the Merrill Area Chamber of Commerce for the library's donation to the Hanging Flower Basket Project.
3. **Public comment -** No public comment.

II. Consent Items

1. **Minutes of regular meeting of May 15, 2024 -** E. McCrank/M. Weix/C to approve the Minutes of the regular meeting of May 15, 2024. Review and approval was made with no discussion.
2. **Vouchers for May 2024 -** E. McCrank/C. Grunenwald/C to approve the Vouchers for May 2024.

a. **Review with City Finance Director, Emily Ley -** City Finance Director Emily Ley provided an overview of the voucher packet for clarification and better understanding of the report. E. Ley referenced the past practice for reporting and approval of vouchers. The finance department evaluated the process citywide and determined that a review of a Voucher Report each month was more timely and brought the process in line with other city departments. E. Ley explained the layout of the report for better understanding. E. McCrank inquired about the report's structure. E. Ley stated that the voucher report format can be and may be adjusted for better understanding by board members and others. E. Ley verified the Voucher Report will continue as it is currently presented and would also like to provide other report options at future meetings.

3. **Unaudited Monthly Revenue & Expense Report for May 2024 -** E. McCrank/M. Weix/C to approve the Unaudited Monthly Revenue & Expense Report for May 2024. M. Weix directed questions towards E. Ley regarding her experience with libraries, the reports presented to the Board, and the best

way to accomplish the task. E. Ley agreed to prepare reports that most would better understand. E. McCrank requested clarification of the debt service listed on the report. E. Ley explained it was an intergovernmental payment as a result of a 2013 advance from the city landfill to the city to cover expenses at that time. It was not an official debt issue, but a loan. E. McCrank asked for clarification on page 31 of the report regarding balances. E. Ley clarified the items in question.

4. **Monthly Statistical Report for May 2024 -** C. Grunenwald/M. Weix/C to approve the Monthly Statistical Report for May 2024. E. McCrank drew attention to the increased circulation, library traffic, and new card registration numbers, which are contrary to what is being reported nationwide, with new card registration experiencing a 34% increase.

III. Reports/Discussion Items/Action Items

1. **Action Item: Review and approval of Library Account Creation & Loan Policy -** E. McCrank/D. Dalsky/C to approve the Library Account Creation & Loan Policy. L. Ollhoff explained the purpose of the revision, which is directly related to required information on the new patron application form as directed by the Wisconsin Valley Library Service and legal counsel.

2. **Action Item: Review and approval of Access to Public Records -** D. Dalsky/C. Grunenwald/C to approve the Access to Public Records Policy. No discussion.

3. **Action Item: Appointment of Darcy Dalsky as Board Financial Secretary -** E. McCrank/M. Weix/C to approve the appointment of Darcy Dalksy as Board Financial Secretary to replace Richard Mamer who retires from the Board effective 6/30/2024. E. McCrank thanked D. Dalsky for her willingness to serve in that capacity. No further discussion.

4. **Action Item: Board Resolution Granting Signing Authority -** No discussion.

5. **Action Item: Committee appointments -** No discussion.

6. **Discussion Item: Elm Tree Table Project Status -** L. Ollhoff provided the Board with a status of the completion of the Elm Tree Table that was approved in 2022. The project is not complete and the Library has asked for the City Attorney's assistance as contact with the contracted individual by Board President M. Geisler and L. Ollhoff has not been successful. An update of the status will be included at July's Board meeting.

7. **Discussion Item: Strategic Plan Goals & Action Steps #1 Review -** No discussion.

8. **Discussion Item: Wisconsin Trustee Essential #13: Library Advocacy -** No discussion.

IV. **Library Director's Report** L. Ollhoff provided a quick overview of the presented report. Highlighted the following items: Adult Summer Read Bingo cards and encouraged all in attendance to grab one and participate. The success of the Friend's Perpetual Self-Service Book Sale at the library entrance. The 2025 Budget review and request for approval at the July 2024 meeting. The Youth Services Activity Room Project is currently in a holding pattern. The Northern Wisconsin ILS Consortium Exploration (NICE) Team Project evaluation is complete with an anticipated final report with a recommendation to be made by June 30. All member library boards will receive a copy to review for discussion at the July Board meeting. Emergency Safety Training with the Merrill Police Department was appreciated with a follow-up simulation exercise to be scheduled at a later date. Upcoming staff changes include the promotion of Kyle Gulke to the Library Assistant II position effective September 1 and the posting of the Library Assistant 1 position on social media and FotoNews. Reminder to everyone to RSVP for the August 22 Staff/Board Gathering/Celebration of Retirement. L. Ollhoff mentioned a special thank you to outgoing Board Financial Secretary Richard Mamer to wish him well on his retirement from the Board. E. McCrank inquired about the Youth Services Update and whether City Administrator Akey had indicated how long the RFP process would take and what could be done to move it along since the project has been approved by the Board. L. Ollhoff to followup with City Administrator Akey to ascertain those answers for the July Board meeting. No further discussion.

V. **President's Remarks** No comments.

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

1. **Wednesday, July 17, 2024 @4PM**
   Library Community Room -

VII. **Adjournment** M. Weix/D. Dalsky/C to adjourn the meeting at 4:40 PM.