CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, JULY 17, 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: Darcy Dalsky, Chris Grunenwald, Richard Mamer, Ryan Martinovici, Elizabeth McCrank, Barbara Rothlisberg, and Mark Weix, Jr. Excused: Katie Breitenmoser, Michael Geisler. Also present: Laurie Ollhoff, Andrea Bennett, Donna Plautz, Bob Lass, youth observer, and camera operator.
2. **Correspondence -** No correspondence.
3. **Public comment -** No public comment.

II. Consent Items

1. **Minutes of regular meeting of June 19, 2024 -** R. Martinovici/M. Weix/C to approve the Minutes of the regular meeting of June 19, 2024. Review and approval was made after the following discussion: B. Rothlisberg noted grammatical and spelling errors to be corrected. A. Huftel noted additional spelling errors. No further discussion.
2. **Vouchers for June 2024 -** E. McCrank/D. Dalsky/C to approve the Vouchers for June 2024. Review and approval was made with no discussion.
3. **Unaudited Monthly Revenue & Expense Report for June 2024 -** D. Dalsky/R. Marinovici/C to approve the Unaudited Monthly Revenue & Expense Report for June 2024. Review and approval was made with no discussion.
4. **Monthly Statistical Report for June 2024 -** E. McCrank/C. Grunenwald/C to approve the Monthly Statistical Report for June 2024. E. McCrank commented on typical Summer decrease in numbers reported. Review and approval was made with no further discussion.

III. Reports/Discussion Items/Action Items

1. **Action Item: Review and approve Mid-Year Endowment Fund Report -** R. Martinovici/E. McCrank/C to approve the Mid-Year Endowment Fund Report made by R. Mamer, outgoing Board of Trustees member and Financial Secretary. Approved with no further discussion.
2. **Action Item: Review and approve Memorial Books Policy -** Motion was made by E. McCrank and seconded by R. Martinovici. Discussion followed with specific questions by E. McCrank. E. McCrank withdrew the motion and

made a motion to request the Item, Review and approve Memorial Books Policy, be moved to the August 21, 2024, Board of Trustees meeting. C. Grunenwald seconded the motion. Motion carried.

3. **Action Item: Review and approve of 2025 Library Closure Dates -** E. McCrank/D. Dalsky/C to approve the 2025 Library Closure Dates. No further discussion.

4. **Action Item: Review and approve 2025 Library Budget -** D. Dalsky/R. Martinovici/C to approve the 2025 Library Budget. No further discussion.

5. **Action Item: Northern Wisconsin ILS Consortium Exploration (NICE) System Merger -** E. McCrank/D. Dalsky/C to approve the Northern Wisconsin ILS Conscortium Exploration (NICE) System Merger. L. Ollhoff distributed a letter from the Wisconsin Department of Public Instruction in support of the ILS merger. L. Ollhoff explained the merger. E. McCrank inquired about the LSTA acronym referred to in the materials provided by the NICE Team and whether this was a fund. L. Ollhoff explained it is state funds. E. McCrank inquired whether this would affect the endowment fund, which it would not as explained by R. Mamer. L. Ollhoff made a recommendation that the Board vote in favor of the merger. R. Martinovici inquired about the number of libraries involved in the decision and where they stand on the merger. E. McCrank inquired about the ILS currently in place and how the merger will affect it. C. Grunenwald asked about when the cost savings would be realized and also the timeline of the merger implementation. No further discussion.

6. **Discussion Item: Youth Services Renovation Project Update -** L. Ollhoff shared the status of the project. The Request for Proposed Bids has been publicized. The timeline and deadline for submitted proposed bids is roughly two weeks. City Administrator R. Akey, L. Ollhoff, and the Library Board's Buildings and Grounds Committee will meet in early August to review the proposed bids in order to provide a recommendation to the Library Board at the August 21, 2024, Board meeting.

7. **Discussion Item: Elm Tree Project Status Update -** L. Ollhoff provided an update on the elm tree project. It is not complete. Contact with the vendor/woodworker has been difficult. Guidance has been sought by City Attorney Tom Hayden. A letter from the City Attorney's will be sent to the vendor/woodworker requesting that they contact the City immediately to resolve the matter or legal action will be taken. No further discussion.

8. **Discussion Item: Church property -** L. Ollhoff provided an update related to the parking lot and the adjacent church property. The current owner of the church property has not made any effort to contact the library to contract for the repairs and maintenance of the church's portion of the lot. E. McCrank inquired about communications from the property owner to the city and whether the city attorney would pursue any other legal action.

9. **Discussion Item: Strategic Plan Goals & Action Steps #2 Review** **-** Review with no discussion.

10. **Discussion Item: Wisconsin Trustees Essential #14: The Library Board and the Open Meetings Law -** Review with no discussion.

IV. Library Director's Report L. Ollhoff briefly reviewed the Library Director's Report. L. Ollhoff added details related to the phenomenal Summer READ program at the library. L. Ollhoff thanked our outgoing Financial Secretary Richard Mamer as he retires from the Board and Terri Akey, Youth Services Assistant, as she retires after many years of service to the Library.

V. President's Remarks Vice President A. Huftel, serving as meeting chairperson in the President's absence, stated she was looking forward to M. Geisler's return as meeting chairperson. No other comments.

VI. Date and Time of Next Meeting

1. **Wednesday, August 21, 2024, @4PM -**

VII. Adjournment R. Martinovici/C. Crunenwald/C to adjourn the meeting at 4:45 PM.