T. B. Scott Free Library Board of Trustees
REGULAR MEETING
November 25th 2020
Minutes

1. Opening

President Mike Geisler called the Regular Meeting of the Board of Trustees to order at 4:02 p.m. virtually facilitated through BlueJeans. Present: Katie Breitenmoser (4:05-), Darcy Dalsky, Paul Gilk, Audrey Huftel, Richard Mamer, and Jim Wedemeyer. Excused: Gene Bebel and Tim Meehean. Also present: Laurie Ollhoff.

There was no correspondence. There was no public comment.

2. Consent Items

M Mamer/S Huftel/C to approve the minutes of the October meeting as printed.

M Gilk/S Huftel/C to approve the minutes of the October 28th Building & Grounds Committee meeting.

M Gilk/S Dalsky/C to accept the Monthly Revenue and Expense Report for October.

3. Reports/Discussion Items/Action Items

A. Appointment of the Nominating Committee: Mr. Meehean was appointed to the nominating committee; he will report at the January meeting.

B. Update on COVID-19 Building Closure, Curbside Pickup and Reopening: Ms. Stevens and Mr. Geisler made the decision to close the library and offer only curbside pickup on November 12th due to the high level of community-wide spread of COVID-19 and the need to ensure appropriate staffing levels, in response to two full time staff with COVID as well as a staff vacancy that had not yet been filled. The original determination designated closure through November 30th, that date has since been extended through December 14th. Board Members by consensus advised that Mr. Geisler and Ms. Stevens evaluate reopening prior to the 14th based on Lincoln County Health Department guidance and adequate staffing levels.

City Council member Mike Rick had contacted Ms. Stevens inquiring whether all staff were needed to provide curbside pickup services. Ms. Stevens responded to Mr. Rick and all City Council members as to the curbside process and the amount of staff needed to perform that and other library services.

C. Budget and Capital Projects-Boiler and Public Parking Lot: 2021 City of Merrill budget passed with Mayor Woellner breaking a tie to approve.

Ms. Stevens discussed the process of expenditure of operating funds this year with the intent to expend all funds budgeted to the library as has been our established practice. Due to COVID and the adjustments that have been made to activities, staff are once again utilizing the Library Capital Improvement document to determine where any remaining funds will be prioritized and utilized. Chosen projects were discussed in relation to expenditures and this planning document.

The City Capital Boiler project is in progress at this time; the backup boiler is in place, the second boiler is on site and is set to be installed next week.

2021 City Capital Public Parking lot project was discussed. This highly visible and heavily used lot is in poor shape and in need of replacement. M Mamer/S Dalsky/C to approve up to $15,000 for the 2021 City Capital Public Parking Lot project from the Endowment Fund. There was discussion regarding the need to ensure adequate Endowment Funds to fund ongoing identified projects such as civic engagement programs & services and the approved Space Needs study as well as any new projects that might come forth.

D. Policy Review: Library Board Bylaws: M Huftel/S Breitenmoser/C to approve the Library Board Bylaws as presented.

E. Space Needs Study Discussion: While progress on the study is possible, the need for public input is very important. Staff are concerned about the ability to get meaningful input from the public given the pandemic restrictions, which at this time would be limited to online formats only. M Mamer/S Wedemeyer/C Dissenting: Gilk to defer further discussions regarding the approved Space Needs Study for 6 months.

F. Staffing Changes: Ms. Stevens' retirement letter and a proposed hiring timeline were presented. Mr. Geisler and Mr. Meehean will work with Ms. Stevens throughout the process and Board Members will be kept appraised of progress.

G. Strategic Plan Progress: Goal #4: Updates to Goal #4 were provided.

H. Wisconsin Trustee Essential #27-Trustee Orientation and Continuing Education: This agenda item was not discussed and will be placed on the next agenda.

I. Reports from Friends and WVLS Representative: The Friends are having a Poinsettia Fundraiser Sale in November for curbside pickup in early December. MCPL continues with their exploration of moving from Wisconsin Valley Library Service to South Central Library System.

4. Forthcoming Events & Library Director Report

- October Monthly Statistical Report was provided.
- Fall Family Story Time online every other week; a themed activity pack is available monthly. December packs include a special gift made possible in part by Ascension Good Samaritan Hospital. Tween activity bags have also been available which include craft and STEM activities targeting youth ages 8 and up.
- Virtual Family Fun Night on December 3rd features a holiday sign-along funded in part by Wisconsin Valley Library Service.
- Adult Take & Make Kits will be available in December as part of a shared project-Lifting Lincoln County-with ADRC, Healthy Minds Lincoln County, Tomahawk Public Library and area churches.
- John Adams Citizen Study Group Program series was successful with facilitators & attendees discussing possible future programs.
- Staff continue to promote library activities via regular scheduled radio appearances.
- Staff are working on hosting a virtual discussion panel on Immigration-date to be determined.
- Adult Winter Read Challenge will start January 1st; new this year will include partnering with publisher Simon and Schuster so readers will be eligible for publisher prizes in addition to local prizes for reading.

5. Adjournment

M Wedemeyer/S Dalsky/C to adjourn the meeting at 4:45 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on December 16th at 4:00 p.m. either in the Library Community Room or virtually and will be posted accordingly.

Stacy D. Stevens, Secretary