CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, AUGUST 21, 2024 MINUTES
REGULAR MEETING COMMUNITY ROOM 4:00 PM

I. Opening

1. **Call to order and roll call -** President Mike Geisler called the regular meeting of the Board of Trustees to order at 3:58PM in the Library Community Room. Present: Katie Breitenmoser, Chris Grunenwald, Audrey Huftel, Ryan Martinovici, Elizabeth McCrank, Barbara Rothlisberg, Mark Weix, Jr. Excused: Darcy Dalsky. Also present: Laurie Ollhoff, Andrea Bennett, Bob Lass, Rod Akey, and camera operator.

2. **Correspondence -** Thank you letter from Ronald McDonald to library staff for the monetary donation. No additional correspondence.

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

II. Consent Items

1. **Minutes of regular meeting on July 17, 2024 -** E. McCrank/R. Martinovici/C to approve the Minutes of the regular meeting of July 17, 2024. No further discussion.

2. **Vouchers for July 2024 -** A. Huftel/R. Martinovici/C to approve the Vouchers for July 2024. E. McCrank inquired about the report format and whether there were areas that should be focused upon when reviewing. L. Ollhoff highlighted disbursements to other libraries that are typically a result of payment for other libraries' damaged materials by T.B. Scott patrons. No further discussion.

3. **Unaudited Monthly Revenue & Expense Report for July 2024 -** E. McCrank/A. Huftel/C to approve the Unaudited Monthly Revenue & Expense Report. M. Geisler commented on the budget coming in close. L. Ollhoff reassured the Board a close eye is kept on the progress. E. McCrank inquired about the total amount of charges for damaged materials and if there is a trend/pattern. L. Ollhoff explained we are seeing a rise in damaged materials. The library makes every effort to work with patrons, often providing free reading materials to young people that are not able to check out materials as a result of the damaged materials charges on the account. E. McCrank followed up with an inquiry to R. Martinovici and how the school district handles such situations. R. Martinovici indicated they handled such situations in a similar fashion as the library. No further discussion.

4. **Monthly Statistical Report for July 2024 -** E. McCrank/K. Breitenmoser/C to approve the Monthly Statistical Report for July 2024. E. McCrank inquired about the increase in magazine checkout. L. Ollhoff explained patrons are now able to request magazines from libraries that are not their home library.

This was not a request/checkout option in the past. It is seen as a more cost-effective way to share costs. No further discussion.

III. Reports/Discussion Items/Action Items

1. **Action Item: Review and approve Endowment Fund Request for Required Elevator Upgrade -** A. Huftel/K. Breitenmoser/C to approve Endowment Fund Request for Required Elevator Upgrade. M. Geisler stated there really is no option. The Library needs to be ADA compliant. No further discussion.

2. **Action Item: Review and approve Endowment Fund Request for Youth Services Renovation Project - Book Bins -** A. Huftel/M. Weix/C to approve Endowment Fund Request for Youth Services Renovation Project - Book Bins. L. Ollhoff explained the necessity for the request now related to the time of production. L. Ollhoff also explained the purpose of the transition from traditional shelving to browsing bins. K. Breitenmoser inquired if they were to be similar to what is already in place. L. Ollhoff explained they would be similar to the juvenile picture book browsing bins. E. McCrank asked for clarification of the book bin placements. L. Ollhoff further explained the bins would be strictly for the juvenile nonfiction. Materials for the Young Adult collection would still be placed on traditional shelving. Books are placed in bins by category. E. McCrank inquired about supporting arguments for moving to such a shelving system. M. Geisler commented on how children typically look for materials. K. Breitenmoser confirmed children are better equipped to look for books by category, not by title. K. Breistenmoser inquired about the choice of manufacturer and the cost. A. Bennett provided background related to the choice of the manufacturer related to cost and material. E. McCrank inquired about a local furniture builder. A. Bennett explained why the choice was made not to research them as an option. No further discussion.

3. **Action Item: Review and approve recommendation of Contract Bid for Youth Services Room Addition Project -** C. Grunenwald/R. Martinovici/C to approve recommendation of Contract Bid for Youth Services Room Renovation Project of JAS Construction, LLC, Wausau, in the amount of $99,425. L. Ollhoff presented the bid submitted by JAS Construction, LLC, for Board review before discussion. Board members inquired about Alternatives 1, 2 & 3. R. Akey provided an explanation to the differences and the related cost adjustments. R. Akey provided background information related to the contractor and the work completed for the city in the past. E. McCrank directed a question to C. Grunenwald regarding the exclusion of the performance bond. Discussion followed to include R. Akey's statement that the city requires aggregate and commercial general liability insurance of $2 million. Discussion continued related to some of the alternatives. E. McCrank inquired about contingencies should the project not be completed. R. Akey provided details on how that would be handled. No further discussion.

4. **Action Item: Review and approve Memorial Books Policy -** E. McCrank/R. Martinovici/C to approve the Memorial Books Policy. E. McCrank asked for confirmation that the policy was being brought forward from last month after evaluation had been completed. L. Ollhoff confirmed. No further discussion.

5. **Action Item: Review and approve School & Teacher Services Policy -** K. Breitenmoser/E. McCrank/C to approve School & Teacher Services Policy. L. Ollhoff mentioned a minor change to properly state the Library's legal name. No further discussion.

6. **Discussion Item: Elm Tree Project Update -** L. Ollhoff provided an update on the completion of the Elm Tree Table Project. The table was not completed as stated in the contract by the initial woodworker contracted. The library took delivery of the uncompleted elm tree table and was subsequently evaluated by another woodworker. Darin Mracek estimated he could complete the table for $700-$1000. The library will work with Mr. Mracek to ensure the table is properly completed for functional use at the library. L. Ollhoff stated she would come to the Board upon its completion for approval of payment, if necessary.

7. **Discussion Item: Northern Wisconsin ILS Consortium Exploration (NICE) System Merger Update -** L. Ollhoff provided the Board with the status of the proposed merger between Northern Waters Library Service(NWLS) and the Wisconsin Valley Library Service (WVLS). The library directors of the NWLS voted not to move forward with the merger. Wisconsin Valley Library Services Library Directors will vote in September to determine whether the merger has any potential at all for moving forward. If there is a "Yes" vote to move forward with WVLS, the executive team of the NICE Project will meet to discuss determining if there are alternatives that would be satisfactory for both systems that would allow for the merger to take place. L. Ollhoff indicated she would provide more information at the next meeting of the Board.

8. **Discussion Item: Strategic Plan Goals & Action Steps #3 Review -** Review with no discussion.

9. **Discussion Item: Wisconsin Trustees Essential #15: Hiring a Library Director -** Review with no discussion.

IV. Library Director's Report L. Ollhoff briefly reviewed the written Library Director's Report. Highlighted August visitor and patron traffic; the library's wireless printing service, PRINCH, which is extremely popular; Wisconsin Children's Wiggle, Giggle, Shake program packing the Story Hour Room, and a review of library staffing. No further discussion.

V. President's Remarks M. Geisler thanked A. Huftel for stepping in to chair the Board meetings for the past few months in his absence.

VI. Date and Time of Next Meeting Wednesday, September 18, 2024, @4PM

VII. Adjournment R. Martinovici/A. Huftel/C to adjourn the meeting at 4:42PM.