

**CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, OCTOBER 16, 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 4:00PM in the Library Community Room. Present: Katie Breitenmoser, Darcy Dalsky, Chris Grunenwald, Audrey Huftel, Ryan Martinovici, Elizabeth McCrank, Barbara Rothlisberg. Excused: Mark Weix, Jr. Also present: Laurie Ollhoff, Andrea Bennett, and camera operator.
- 2. Correspondence** - No correspondence to present.
- 3. Public comment** - No public comment.

II. Consent Items

- 1. Minutes of regular meeting on September 18, 2024** - K. Breitenmoser/A. Huftel/C to approve the Minutes of the regular meeting of September 18, 2024. No further discussion.
- 2. Vouchers of September 2024** - R. Martinovici/E. McCrank/C to approve the Vouchers for September 2024. No further discussion.
- 3. Unaudited Monthly Revenue & Expense Report for September 2024** - K. Breitenmoser/A. Huftel/C to approve the Unaudited Monthly Revenue & Expense Report for September 2024. No further discussion.
- 4. Monthly Statistical Report for September 2024** - R. Martinovici/E. McCrank/C to approve the Monthly Statistical Report for September 2024. Discussion regarding the drop in attendance for September. L. Ollhoff explained the visitor counter was damaged by a young patron and was not functioning properly. No further discussion.

III. Reports/Discussion Items/Action Items

- 1. Action Item: Review and approve Endowment Fund Request for payment to MRWOODCHEK for Elm Tree Table Completion** - R. Martinovici/A. Huftel/C to approve Endowment Fund Request for payment to MRWOODCHECK for Elm Tree Table Completion. L. Ollhoff provided background for the purpose of the request. No further discussion.
- 2. Action Item: Review and approve of Notary Public Service Policy** - E. McCrank/K. Breitenmoser/C to approve the Notary Public Service Policy. Discussion focused on the need for a Notary Public in the community and how the library was able to fill that need. Notary services are free. State law prohibits charging for such services. No further discussion.

3. **Action Item: Review and approve Service Recognition for Individual Library Staff or Board Member** - D. Dalsky/E. McCrank/C to approve Service Recognition for Individual Library Staff or Board Member. No discussion.
 4. **Discussion Item: Strategic Goals & Action Steps #5 Review** - Review with no discussion.
 5. **Discussion Item: Wisconsin Trustee Essential #17: Membership in the Library System** - Review with initiated discussion by E. McCrank. Discussed the value of membership in the Wisconsin Valley Library System and the benefits that patrons receive from such membership. Highlighted some concerns about items included in the WVLS Director Report included in the meeting packet. Discussion included better communication from WVLS. WVLS administration is always available for discussion. No further discussion.
- IV. Library Director's Report** L. Ollhoff directed Board members to her written report and provided additional highlights to include the new Notary Public Service and the upcoming Friends of the Library Book Sale. The Friends are actively recruiting new managers for the Book Sale. Highlights of the most recent staff development day, which included enhanced customer service training by Jamie Matczak from the Wisconsin Valley Library Service. Staff training is a service library system members receive as part of their membership. Reviewed the recent grant the library applied for, and the letter received from the State informing us that we did not receive the grant. The library will continue to pursue grants as they become available. Lincoln County has hired a new Economic Development Direction with a great deal of background in grant writing. Sarah Guild has offered her support when writing future grants. Nothing further to report.
- V. President's Remarks** Thank you to everyone. No further remarks.
- VI. Date and Time of Next Meeting** Wednesday, November 20, 2024, @4PM.
1. **Wednesday, November 20, 2024, @4PM in the Library Community Room**
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- VII. Adjournment** R. Marinonvici/D. Dalsky/C to adjourn the meeting at 4:28PM