

**CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, JANUARY 15, 2025 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, Mark Weix, Jr. Also present: Laurie Ollhoff, Andrea Bennett, and camera operator.
- 2. Correspondence** - No correspondence.
- 3. Public comment** - No public comment.

II. Consent Items

- 1. Minutes of regular meeting on December 18, 2024** - K. Breitenmoser/R. Martinovici/C to approve the Minutes of the regular meeting of December 18, 2024. No discussion.
- 2. Vouchers for December 2024** - A. Huftel/E. McCrank/C to approve the Vouchers for December 2024. E. McCrank questioned payment to the Department of Administration. L. Ollhoff replied that this is a fee that is now directly billed and paid by the library. It was formerly in the Wisconsin Valley Library Service contract fee. No further discussion.
- 3. Monthly Statistical Report of December 2024** - E. McCrank/A. Huftel/C to approve the Monthly Statistical Report for December 2024. No further discussion

III. Reports/Discussion Items/Action Items

- 1. Discussion Item: Unfinalized Unaudited Monthly Income & Expense Report for December 2024** - L. Ollhoff reported that the Unaudited Monthly Income & Expense Report for December 2024 will not be finalized until January 31, 2025. The report will be presented to the Board at the February 19, 2025, Board Meeting for approval. E. McCrank referred again to the Department of Administration payment and where it is categorized in the Income & Expense Report as it appears to be an intergovernmental transfer of sorts. M. Geisler stated perhaps it is a fee of some sort that is being paid and listed as an expense. Further details will be obtained. No further discussion.
- 2. Discussion Item: Endowment Fund - Zander Fund Trust** - L. Ollhoff reported that the Endowment Fund Committee has a meeting scheduled with an attorney from a law firm in Wausau to discuss the steps and procedures that need to be followed to develop a trust agreement for the Jane Zander Trust. L. Ollhoff stated that the city auditors have made reference to the Trust

on numerous occasions over the years in their final report of the City. M. Geisler clarified that the city auditors are not questioning how the trust has been administered. They are requesting that there be formal documentation on record that specifically states how the Jane Zander Trust has and should be managed moving forward. E. McCrank questioned the meeting of the Library Endowment Fund on Monday, January 13, 2025. L. Ollhoff and M. Geisler clarified that it was the Library Board subcommittee meeting of the Endowment Fund Committee. It was not a City Council appointed committee. It is a public meeting that requires full disclosure to the public through proper notice as set forth in the WI Statutes under Open Meetings Law. The Endowment Fund Committee will periodically meet to discuss items to be included in and the status of the trust agreement development. L. Ollhoff read the excerpt from the city auditor's report that specifically referenced the funds and the need for a trust agreement. No further discussion.

3. Discussion Item: Strategic Goals & Action Steps #3 Review

- No further discussion.

4. Discussion Item: Wisconsin Trustee Essential #20: The Library Board and Building Accessibility - No further discussion.

IV. Library Director's Report L. Ollhoff briefly highlighted her written report to the Board. Minutes of the WVLS Board of Trustees Meeting November 16 meeting were presented to the Library Board as they were received after the meeting packet was made public. L. Ollhoff highlighted the \$500 Marketing Grant that T.B. Scott Free Library received as part of a marketing strategies pilot program. L. Ollhoff provided an update on the Youth Services Department Renovation Project. It is set to begin Monday, February 3. Staff updates were provided by outgoing and incoming staff members. E. McCrank added that her first Social Hour at the Library is scheduled for Friday, January 31, 2025, from 3:30-4:30pm. It's a meet and greet open to the public and everyone is welcome. A big thank you to Maria Pregler for her help in setting up the event. L. Ollhoff provided more details for the RFID/Security System Project and the tentative schedule. B. Rothlisberg added to the RFID/Security System Project discussion that there was interest shown by the members of the Lincoln County Retired Educators Association to assist with the tagging process that is scheduled to take place in fall as volunteer hours to the library. This will be discussed in more detail as it gets closer. No further discussion.

V. President's Remarks

VI. Date and Time of Next Meeting

1. February 19, 2025, @4PM in the Library Community Room -

VII. Adjournment R. Martinovici/A. Huftel/C to adjourn the meeting at 4:17PM.