CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, DECEMBER 18, 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, Audrey Huftel, Ryan Martinovici, Elizabeth McCrank, Barbara Rothlisberg, Mark Weix, Jr. Absent: Chris Grunenwald. 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 November 20, 2024 -** R. Martinovici/A. Huftel/C to approve the Minutes of the regular meeting of November 20, 2024. No further discussion.
2. **Vouchers of November 2024 -** E. McCrank/K. Breitenmoser/C to approve the Vouchers for November 2024. No further discussion.
3. **Unaudited Monthly Income & Expense Report for November 2024 -** E. McCrank/D. Dalsky/C to approve the Unaudited Monthly Revenue & Expense Report for November 2024. E. McCrank directed questions to L. Ollhoff related to items on page 61 of the report; more specifically, Membership Dues, Public Relations/Publicity, and Hospitality and the elevated percentages in the budget. L. Ollhoff provided explanations for each percentage overage. No further discussion.
4. **Monthly Statistical Report for November 2024 -** R. Martinovici/D. Dalsky/C to approve Monthly Statistical Report for November 2024. E. McCrank commented on increase in game checkout and increase in magazine checkout. This again is related to the magazine sharing that now takes place between libraries in the Wisconsin Valley Library System. No further discussion.

III. Reports/Discussion Items/Action Items

1. **Action Item: Review and approve Endowment Fund Request for RFID System Project -** E. McCrank/B. Rothlisberg/C to approve the Endowment Fund Request for RFID System Project. L. Ollhoff presented documentation in support of the request. The library's current system is outdated and cannot be repaired should it fail. A Library materials inventory has not been completed in over 20+ years. An upgrade to the library materials security system and

patron counter will allow library administration to gather and provide more accurate data to the state of Wisconsin in their annual report. It will also allow for staff to inventory materials on a regularly scheduled plan. E. McCrank commented that other partner libraries already have something similar in place. L. Ollhoff confirmed that Antigo Public Library and Marathon Count Public Library do. There are numerous others nearby but not in our system, i.e. Door County libraries. E. McCrank went on to further comment that a plan should be considered to hire individuals to assist with the initial tagging process. E. McCrank suggested reaching out to the high school for student temp employees. The library board will revisit the cost of the project tagging process and the possibility of hiring temporary employees.

2. **Discussion/Action Item: Review and approve Endowment Fund Board Resolution Granting Account Access Authority -** K. Breitenmoser/R. Martinovici/C to approve Endowment Fund Board Resolution Granting Account Access Authority. M. Geisler clearly stated the purpose of the resolution to allow additional designated parties to have access to the account for the purpose of communicating with the financial institution related to the account and funds in the account. The designated individuals would not be account signors or have the ability to make transactions.

3. **Discussion/Action Item: Review and approve Zander Trust Board Resolution Granting Account Access Authority -** A. Huftel/E. McCrank/C to approve Zander Trust Board Resolution Granting Account Access Authority. M. Geisler clearly stated the purpose of the resolution to allow additional designated parties to have access to the account for the purpose of communicating with the financial institution related to the account and funds in the account. The designated individuals would not be account signors or have the ability to make transactions.

4. **Discussion Item: Endowment Fund - Zander Trust -** L. Ollhoff provided information regarding the current status of the Zander Trust and the communications the library has been involved with related to the city's auditor concerns and questions related to the initial setup of the account. L. Ollhoff went on to explain that an attorney will be hired to assist the Library Board Endowment Fund Committee to ensure that proper documentation is drafted and on file that correctly states the intent of the fund donation in 2009 and the financial management of said funds in trust. After such meeting, this item will be brought before the Board for possible action. M. Geisler reiterated that the donated funds have been managed properly and carefully. It is essential that we have the written documentation to validate all that has been done and to provide a framework that continues to manage the funds according to the donor's wishes. No further discussion.

5. **Discussion Item: Strategic Goals & Action Steps #2 Review -** M. Geisler commented on how well the Strategic Goals and Action Steps have been recorded and reported to the Board. No further discussion.

6. **Discussion Item: Wisconsin Trustee Essential #19: Library Director Certification -** M. Geisler commented on requirements. L. Ollhoff stated it is a 5-year certification and requires a certain number of hours of continued education for recertification. No further discussion.

IV. **Library Director's Report** L. Ollhoff briefly went over the written Library Director's Report with highlights as follows:

- increased focus on PR and marketing of library events through other avenues
- Youth Services renovation project continues to move forward with the anticipated start date towards the end of January/first part of February 2025.
- Staffing overview to include new hire of part-time custodian and replacement of retiring technical processing coordinator.
- Will move forward with RFID Inventory and Patron Gate System in January 2025 as it has now been approved by the Board today.
- Holiday cards have gone out to past donors wishing them a blessed holiday season, thanking them for past donations, and checking in with them to see if they are able to donate once again. A generous thank you to all donors as without them the Library would not be able to provide what it does to the community without their continued support.
- Wishing everyone a Happy Holiday whatever that entails for each and everyone.

V. **President's Remarks** M. Geisler thanked everyone and complimented everyone on their dedicated participation since we have always had the ability to meet with a quorum present. Thank you, again. Merry Christmas!

VI. **Date and Time of Next Meeting**

1. **Wednesday, January 15, 2025, @4PM in the Library Community Room -**

VII. **Adjournment**