CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, FEBRUARY 19, 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 -** Thank you letters received from the Merrill Fire Department for the library's monetary support for the "Tree of Hope" Program and from St. Stephens UCC for the library's monetary support for the "Food for Kids" Program. A thank-you note with a monetary donation from a library patron thanking the Youth Services Department for the wonderful Take-Home Kits. A thank-you note from retiring library personnel, Faith Martinson. No further discussion.
3. **Public comment -** No public comment.

II. Consent Items

1. **Minutes of regular meeting on January 15, 2025**
   - A. Huftel/B. Rothlisberg/C to approve the Minutes of the regular meeting of January 15, 2025. No discussion.
2. **Vouchers of January 2025 -** K. Breintenmoser/E. McCrank/C/ to approve the Vouchers for January 2025. E. McCrank inquired about the technology purchase from vendor, Newegg Business. L. Ollhoff clarified the purpose of the purchase of new computers for the Youth Services Department. No further discussion.
3. **Unaudited Monthly Income & Expense Report for December 2024**
   - D. Dalksy/R. Martinovici/C to approve the unaudited Monthly Income & Expense Report for December 2024. L. Ollhoff clarified that this report was not available at the time of the January 15, 2025, meeting, and for that reason was brought to the February 19, 2025, meeting. No further discussion.
4. **Unaudited Monthly Income & Expense Report for January 2025**
   - K. Breitenmoser/A. Huftel/C to approve the unaudited Monthly Income & Expense Report for January 2025. No discussion.
5. **Monthly Statistical Report for January 2025 -** E. McCrank/D. Dalsky/C to approve the Monthly Statistical Report for January 2025. E. McCrank commented on foot traffic and the designation of being a warming shelter and whether that has a significant impact on foot traffic statistics. L. Ollhoff stated

that there may be some connection but it is more likely to be from an uptick in families with children visiting the play space. No further discussion.

III. Reports/Discussion Items/Action Items

1. **Action Item: Review and approve the 2024 Wisconsin DPI Public Library Annual Report -** E. McCrank/A. Huftel/C to approve the 2024 Wisconsin DPI Public Library Annual Report. E. McCrank inquired about the Movie Licensing fee and advertising as it relates to the movie title announcement. L. Ollhoff provided background as it relates to the terms of the vendor contract. No further discussion.

2. **Action Item: Review and approve Statement Concerning Public Library System Effectiveness -** R. Martinovici/E. McCrank/C to approve the Statement Concerning Public Library System Effectiveness. No discussion.

3. **Action Item: Review and approve Endowment Fund Report -** R. Martinovici/E. McCrank/C to approve the 2024 Annual Endowment Fund Report. D. Dalsky provided background information related to the design of the report and summarized the balances of Endowment Fund accounts. D. Dalsky clarified that this report is separate from the Zander Trust to be discussed next on the Agenda. No further discussion.

4. **Action Item: Review and approve Authorization of Legal Services by Ruder Ware, LLSC, for the purpose of drafting a written Trust Agreement for the Lois Jane Zander Trust. -** D. Dalsky/E. McCrank/C to approve Authorization of Legal Services by Ruder Ware, LLSC, for the purpose of drafting a written Trust Agreement for the Lois Jane Zander Trust. M. Geisler provided background information and the purpose for the Authorization. No further discussion.

5. **Action Item: Review and approve Request to the Endowment Fund for payment of printing services for Updated Endowment Fund Brochures by Reindl Printing, Inc. -** A. Huftel/R. Martinovici/C to approve a Request to the Endowment Fund for payment of printing services for Updated Endowment Fund Brochures by Reindl Printing. Inc. No discussion.

6. **Discussion Item: YS Department Renovation Update -** L. Ollhoff provided the Board with an update on the renovation project in Youth Services. They are close to being on schedule. Cabinetry is holding things up a bit, which is quite normal. Delivery of room furnishings are planned for the end of March. A portion of the new shelving will also come at the end of March. The delivery of the browsing bins for the non-fiction picture books is still set for October. Hoping that the timeline will get moved up. As a result, an official Open House will take place in late Fall with music and hors d'oeuvres..

7. **Discussion Item: Strategic Goals & Action Steps #4 Review -** No further discussion.

8. **Discussion Item: Wisconsin Trustee Essential #21: The Library Board and Accessible Services -** No further discussion.

IV. **Library Director's Report** L. Ollhoff provided a recap of the written Library Director's Report. L. Ollhoff officially announced to the Board that the Library had received a $10,000 grant as part of the Public Library Association Digital Literacy Initiative Program supported by AT&T. As part of this grant, the Library will collaborate with other entities involved with educating adults in the area of digital literacy. Workshop training sessions will include device training, software training, cybersecurity, just to name a few. The grant funding guidelines allow the Library to purchase digital devices and technical equipment that can be used to continue to educate our community past the grant lifecycle. The grant allows the library to provide childcare if that is determined to be necessary and will provide stipends to presenters. L. Ollhoff briefly covered WVLS and the search for a new Lincoln County resident member on the Board along with a mention of the lengthy Wisconsin Valley Library System Staff Report. E. McCrank inquired about Ryan Dowd. L. Ollhoff explained his involvement in the library community, which began when he served as a director for a homeless shelter in Chicago. He is still connected to the shelter and has developed curriculum for public libraries to assist them in providing services for the homeless that libraries so often do. E. McCrank inquired about the system merger project as Northern Waters Library System was mentioned in the Staff Report. L. Ollhoff provided an update on the status of the merger project, indicating it is something that is running in the background. A WVLS/NWLS merger project will, most likely, be revisited in a few years. L. Ollhoff closed out the report summary with a reiteration of current library staffing, the RFID Project, and attendance at Wisconsin Library Association Library Legislative Day and the importance of staying involved at the State level.

V. **President's Remarks** M. Geisler thanked everyone for attending.

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

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

VII. **Adjournment** R. Martinovici/A. Huftel/C to adjourn the meeting at 4:28PM.