CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, MARCH 19, 2025 MINUTES
REGULAR MEETING   COMMUNITY ROOM   4:00 PM

I. Opening

1. **Call to order and roll call -**
2. **Correspondence -** No correspondence.
3. **Public comment -** No public comment.

II. Consent Items

1. **Minutes of regular meeting on February 19, 2025**
- A. Huftel/E. McCrank/C to approve the minutes of the regular meeting on February 19, 2025. No discussion.
2. **Vouchers of February 2025**
- K. Breitenmoser/R. Martinovici/C to approve the Vouchers for February 2025. E. McCrank inquired about the payment to Woodson Art Museum and if that was an indication of collaboration with the museum. L. Ollhoff confirmed that it is a continued collaboration "Start with Art" that is scheduled with museum staff once a month. No further discussion.
3. **Unaudited Monthly Income & Expense Report for February 2025**
- E. McCrank/A. Huftel/C to approve the Unaudited Monthly Income & Expense for February 2025. No discussion.
4. **Monthly Statistical Report for February 2025**
- R. Martinovici/E. McCrank/C to approve the Monthly Statistical Report for February 2025. E. McCrank commented on DVD checkout increase. B. Rothlisberg commented on the cold weather playing factor in the numbers related to circulation. No further discussion.

III. Reports/Discussion Items/Action Items

1. **Action Item: Review and approve Loaning - Equipment & Technology Items Policy -** B. Rothlisberg/D. Dalsky/C to approve the Loaning-Equipment & Technology Items Policy. E. McCrank asked for clarification on the purpose of the revision. L. Ollhoff clarified that ALL the equipment and technology available for checkout through the Library of Things collection will require a User Agreement & Waiver to simplify the checkout process. No further discussion.
2. **Action Item: Review and approve Smoking Policy -** E. McCrank/K. Breitenmoser/C to approve the Smoking Policy. No discussion.
3. **Action Item: Review and approve Temporary Card Holder Policy -** A. Huftel/R. Martinovici/C to approve the Temporary Card Holder Policy. L. Ollhoff clarified the purpose of the revision, which eliminated the option of

visiting individuals having the ability to use family member cards. The recommendation to remove this option was made by the Wisconsin Valley Library Service to avoid legal and collection issues down the road. No further discussion.

4. **Report and Possible Action Item: Zander Trust Agreement Update and Review -** E. McCrank/R. Martinovici/C to approve the Zander Trust Agreement as prepared by Atty. Melissa Kampmann of Ruder Ware LLSC. B. Rothlisberg brought forth a concern about the legalese in the document and whether it would pertain to individuals or the group. M. Geisler addressed the concern and indicated that the Board President oversees the appointments to the committee with the Board's approval. M. Geisler went on to explain that the language contained in the trust agreement is standard language that should be included. Discussion referenced interpretation and enforceability. E. McCrank pointed out that the trustee mentioned in the document is not an individual, but the committee appointed to manage the trust. R. Martinovici explained the language used was intentional to cover all the bases and any possible situation that could occur in relationship to the enforcement of the trust document. No further discussion.

5. **Report: Introduction and review of 2024 Local Annual Report -** L. Ollhoff presented the local 2024 Annual Report for T.B.Scott Free Library for review and discussion. It is a visual presentation of all that took place at the library in 2024. No discussion.

6. **Discussion Item: Strategic Goals & Action Steps #5 Review -** Documentation was presented. No discussion.

7. **Discussion Item: Wisconsin Trustee Essential #22 Freedom of Expression and Inquiry -** Documentation was presented. No discussion.

IV. Library Director's Report L. Ollhoff briefly reviewed the written report, adding comments related to the following: Digital Literacy Skills Initiative Grant and related programming. A specific mention of a collaborative digital literacy workshop with the Merrill Area Public Schools and the Merrill Police Department for Saturday, May 31, 2025. WVLS Board member approval and appointment as this library's representative are scheduled to occur in May 2025. Friends of the Library Book Sale is yet to be scheduled. There is a new Book Sale Chairperson, Sarah Litzer. Memorial donations were made in the memory of one of their active members, Judy Weaver. YS Renovation is moving forward, and the library staff have been pleased with the work and communication of JAS Construction Co. Retirement announcement for Kay Andrews. New and updated AED equipment made possible through various funding sources, one of them being Aspirus Medical, will be installed over the next several months. The RFID Material Security and Patron Counter System upgrade is moving forward as originally planned. Completion date will be in Fall 2025. E. McCrank inquired about the mention of WALTCO Courier Service closing and its replacement. L. Ollhoff confirmed that it is closed and that WVLS has contracted with Purple Mountain Courier Service. E.

McCrank asked for clarification on the contract, if it is probationary or permanent. L. Ollhoff indicated that it is believed to be a probationary contract with a more permanent commitment after probation. No further discussion.

V. **President's Remarks** No remarks or discussion.

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

1. **April 16, 2025, @4PM in the Library Community Room -**

VII. **Adjournment** R. Martinovici/D. Dalsky/C to adjourn at 4:24PM.