CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, MAY 21, 2025 MINUTES
REGULAR MEETING COMMUNITY ROOM 4:00 PM

I. Opening

1. **Call to order and roll call -** A. Huftel called the meeting to order at 4PM. Present: K. Breitenmoser, D. Dalsky, C. Grunenwald, A. Huftel, R. Martinovici, E. McCrank, B. Rothlisberg, M. Weix. Excused: M. Geisler. Also present were: L. Ollhoff, A. Bennett, and camera operator.

2. **Correspondence -** L. Ollhoff presented letter from the Merrill Area Chamber of Commerce thanking library staff for their donation to the Hanging Flower Basket Project. No additional correspondence was presented.

3. **Public Comment -** No public comment.

II. Consent Items

1. **Minutes of regular meeting on April 16, 2025 -** E. McCrank/K. Breitenmoser/C to approve the Minutes of the regular meeting on April 16, 2025. No discussion.

2. **Vouchers for April 2025 -** B. Rothlisberg/D. Dalsky/C to approve the Vouchers for March 2025. E. McCrank inquired about School Outfitters expenditures. L. Ollhoff provided background. No further discussion.

3. **Unaudited Monthly Income & Expense Report for April 2025 -** C. Grunenwald/R. Martinovici/C to approve the Unaudited Monthly Income & Expense Report for March 2025. No discussion.

4. **Monthly Statistical Report for April 2025 -** E. McCrank/K. Breitenmoser/C to approve the Monthly Statistical Report for March 2025. E. McCrank mentioned for the first time in months that magazine checkout is down in circulation. No further discussion.

III. Reports/Discussion Items/Action Items

1. **Action Item: Review and approval of Donations Policy -** R. Rothlisberg/D. Dalsky/C to approve the Donations Policy as presented. No discussion.

2. **Action Item: Review and approval of Displays, Exhibits, Posting and Distribution of Materials Policy -** B.Rothlisberg/E. McCrank/C to approve the Displays, Exhibits, Posting and Distribution of Materials Policy with necessary revisions as addressed. B. Rothlisberg addressed typographical errors related to the revised document not being numbered correctly with the elimination of certain items. E. McCrank addressed #11 in the document presented, which when numbered correctly will be #10, where the term "Board" was inserted in the first sentence and not in the second sentence. The correct reference should be "the Library" in both sentences and requested revision. No further discussion.

3. **Action Item: Review and approval of Endowment Fund Request for the purchase of Large Window Wall Privacy Drapery -** E. McCrank/D. Dalsky/C to approve the Endowment Fund Request for the purchase of Large Window Wall Privacy Drapery. E. McCrank addressed the Request for Bid process and how it affects this request. L. Ollhoff explained and confirmed that projects over $10,000 must go through the Request for Bid process and that in this instance, that was not the case. E. McCrank addressed the process for determining vendors for projects with suggestions moving forward. L. Ollhoff provided justification at this time for this purchase. No further discussion.
4. **Report: Zander Trust Agreement Final Report -** L. Ollhoff provided a follow-up on the completion of the Jane Zander Trust Agreement. A Statement for Services has been received from Ruder Ware for the services rendered by Atty. Melissa Kampmann in the amount of $687.50, which is well under the $3,000 that was originally quoted for the cost of the agreement development. D. Dalsky explained that payment to Ruder Ware will be withdrawn from the Endowment Fund in the amount of $687.50.
5. **Report: Youth Services Renovation Project Update -** L. Ollhoff provided update on room completion. JAS Construction portion is complete with the exception of cabinet door issues. Window coverings are on order and will be installed sometime this summer. E. McCrank inquired about some items in the upcoming Director's Report related to the construction update. These questions were related to additional expenditures outside the original construction cost. L. Ollhoff explained these are costs not related to the work by JAS Construction, but items related to the aesthetic aspects of the newly constructed activity room. No further discussion.
6. **Discussion Item: Strategic Goals & Action Steps #2 -** Strategic Goals & Action Steps #2 were presented without any discussion.
7. **Discussion Item: Wisconsin Trustee Essential #24: Library Friends and Library Foundations -** Wisconsin Trustee Essential #24: Library Friends and Library Foundations materials were presented without any discussion.

IV. **Library Director's Report** L. Ollhoff presented the report with the following highlights: Digital Literacy Workshop Grant has been completed with a report filed to document attendance exclusively. Project expenditure have been tracked internally by the library while that was not a requirement of this particular grant. Highlighted Magic of Isaiah as a program of great interest during our summer library literacy program. The listening session by Mary Felzkowski and Cal Callahan went well with great attendance. The overlap of the listening session with the dismissal of school at Prairie River Middle School precipitated an extremely congested parking lot as parents chose to use the library parking lot as a pick-up location. A brief mention of the marketing materials that have been provided for libraries to utilize in advocating for the importance of library funding in upcoming budget talks. The WVLS representative to the Library's Board should be designated and approved by Lincoln County in the next several months. The JAS Construction project invoice was recently received and will be on next month's agenda for review and final approval for payment by the Board. RFID project update to include an overview of the virtual meeting held the day of the Board meeting. We are moving forward as scheduled with steps in the project that can be completed before the big project push in fall.

V. **President's Remarks** A. Huftel wished everyone a safe holiday weekend.

VI. **Date and Time of Next Meeting** Wednesday, June 18, 2025, @4PM.

VII. **Adjournment** R. Martinovici/D. Dalsky/C to adjourn the meeting at 4:20PM.