

**CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, JULY 16, 2025 MINUTES
REGULAR MEETING COMMUNITY ROOM 4:00 PM**

I. Opening

- 1. Call to order and roll call** - M. Geisler called the meeting to order at 4PM. Present: K. Breitenmoser, D. Dalsky, C. Grunenwald, A. Huftel, B. Rothlisberg, M. Weix. Excused: R. Martinovici, E. McCrank. Also present were: L. Ollhoff and A. Bennett.
- 2. Correspondence** - L. Ollhoff presented a "Thank You" letter from St. Vincent dePaul for the library's monetary donation as part of the staff casual/blue jean Friday monetary collection for the month of June. No additional correspondence was presented.
- 3. Public Comment** - No public comment.

II. Consent Items

- 1. Minutes of regular meeting on May 21, 2025.** - B. Rothlisberg/K. Breitenmoser/C to approve the Minutes of the regular meeting on May 21, 2025. No discussion.
- 2. Vouchers for May & June 2025** - A. Huftel/D. Dalsky to approve the Vouchers for May and June 2025. No discussion. M. Geisler confirmed that the WVLS amount for \$71,006.52 in May was an annual fee the Library expenses for WVLS services. No further discussion.
- 3. Unaudited Monthly Income & Expense Reports for May & June 2025** - A. Huftel/B. Rothlisberg to approve the Unaudited Monthly Income & Expense Reports for May & June 2025.No further discussion.
- 4. Monthly Statistical Reports for May & June 2025** - B. Rothlisberg/D. Dalsky to approve the Monthly Statistical Reports for May and June 2025. No further discussion.

III. Reports/Discussion Items/Action Items

- 1. Action Item: Review and approve 2026 Library Budget** - K. Breitenmoser/A. Huftel/C to approve the 2026 Library Budget. B. Rothlisberg inquired about the Personnel amount to verify that the correct amount was \$829,828, which showed an increase of \$14,391. L. Ollhoff confirmed that after final review with the City Finance Director before the Board meeting, the amount was correct. No further discussion.
- 2. Action Item: Review and approve 2026 Library Closure Dates/Holiday Hours** - A. Huftel/D. Dalsky/C to approve the 2026 Library Closure Dates/Holiday Hours. M. Geisler commented on the number of days. No further discussion.

3. **Action Item: Review and approve payment from the Library Endowment Fund for the Project Invoice from JAS Construction related to the previously approved contract for construction work -- Youth Services Renovation Project.** - K. Breitenmoser/B. Rothlisberg/C to approve payment to JAS Construction for services rendered related to the renovation and construction of the Youth Services Department Activity/Meeting Room space. M. Geisler mentioned the infamous missing cabinet door. L. Ollhoff confirmed manufacturing/communication issues delayed some of the doors, which is to be rectified by the end of July. C. Grunenwald confirmed that the final bill was in line with the proposal that had been previously approved. L. Ollhoff confirmed that it was in line with the original amount. No further discussion.
4. **Action Item: Review and approve payment from the Library Endowment Fund for the Invoice for Filing of Tax Form for the Endowment Fund** - M. Weix/A. Huftel/C to approve payment from the Library Endowment Fund for the Invoice for Filing of Tax Form for the Endowment Fund in the amount of \$400+. M. Geisler stated it is for the Form 990 that is required to be filed. No further discussion.
5. **Action Item: Review and approve the Personnel Policy** - Extensive discussion took place and the decision was made for final review and approval at the August 2025 Board meeting. Direction was given to place on the Agenda for the August 20, 2025, Library Board meeting. No further discussion.
6. **Action Item: Discuss and approve Library Administration Team request to close for a period of one week for the purpose of electronically tagging all items in the library collection and conversion to the Tech Logic RFID Circulation, Collection, and Inventory Management System. The specific week is yet to be determined** - D. Dalsky/K. Breitenmoser/C to approve library closure for RFID tagging/inventory conversion the week of September 7, 2025, beginning on Monday, September 8, 2025, and ending on Friday, September 12, 2025, with the understanding that the library will reopen on Saturday, September 13, 2025. M. Geisler mentioned the closure that took place when the library moved during construction and indicated that closing for the RFID Tagging and Inventory conversion would be to our advantage. L. Ollhoff added that the proposed dates were to be Monday, September 8, 2025, through Friday, September 12, 2025.
7. **Discussion Item: Discuss the naming of the new Youth Services Activity Room/Meeting Room.** - Lengthy discussion related to naming possibilities for the new activity/meeting room took place. C. Grunenwald suggested a Naming Rights fundraising campaign. L. Ollhoff indicated that she would do some research and place this item on the August agenda for further discussion and possible action. No further discussion.
8. **Discussion Item: Strategic Goals & Action Steps #3 & 4** - Strategic Goals & Action Steps #3 & #4 were presented without any discussion.

- 9. Discussion Item: Wisconsin Trustee Essential #25 - Liability Issues**
- Wisconsin Trustee Essential #25 - Liability Issues was presented without any discussion.

IV. Library Director's Report L. Ollhoff presented the report with the following highlights: Youth Services Summer Reading program has come to an end with non-stop traffic at the library from its beginning until its recent completion. Lego Day with the Dunbar display in the Carnegie Wing was a huge hit and a great way to end the summer reading program. Lego Days are one of the most popular public library programs and this library was no exception. 4-H/Americorp collaborative summer programming is in its 3rd year at the library, which highlights area agriculture topics. ADRC program collaboration focuses on topics of dementia, brain basics, and mental health. Spice of the Month has been quite popular, and library staff are focused on bringing some taste-testing events to the library now that we have our new activity space that will allow for some messy activities. Speak-Up for Libraries campaign will continue through the end of July. WVLS Board of Trustees' upcoming August meeting should provide us with a new Library Board representative. Friends of the Library went through a reorganization and are actively running a membership drive. Wisconsin Trustee Training is scheduled for August 18-21; trustees are encouraged to attend. Update provided on final touches to the new Youth Services Activity/Meeting room space. RFID project is moving forward as planned. Two new AED machines were donated -- one from Aspirus and the other from the Merrill Community Foundation. We are grateful for those donations. No further comments or discussion.

V. President's Remarks Thank you to all in attendance.

VI. Date and Time of Next Meeting Wednesday, August 20, 2025, @4PM.

VII. Adjournment A. Huftel/M. Weix/C to adjourn the meeting at 4:35PM.