

**CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, AUGUST 20, 2025 MINUTES
REGULAR MEETING COMMUNITY ROOM 4:00 PM**

I. Opening

1. **Call to order and roll call** - M. Geilser called the meeting to order at 4PM. Present: C. Grunenwald, A. Huftel, R. Martinovici, E. McCrank, B. Rothlisberg, M. Weix. Excused: K. Breitenmoser, D. Dalsky. Also present were: L. Ollhoff, A. Bennett, and K. Morris, WVLS Board Representative.
2. **Correspondence** - No correspondence.
3. **Public Comment** - No public comment.
4. **Introduction of new WVLS Board Representative, Kathleen Morris** - M. Geilser introduced K. Morris, WVLS Board Representative. K. Morris will report later in the meeting.

II. Consent Items

1. **Minutes of regular meeting on July 16, 2025** - A. Huftel/E. McCrank/C to approve the Minutes with corrections as discussed. E. McCrank addressed that the Roll Call section did not include the listing in the summary. L. Ollhoff will make the correction. No further discussion.
2. **Vouchers for July 16, 2025** - R. Martinovici/E. McCrank/C to put the Vouchers for July 16, 2025, on file. No discussion.
3. **Unaudited Monthly Income & Expense Report for July 2025** - E. McCrank/A. Huftel/ to place the Unaudited Monthly Income & Expense Report for July 2025 on file. E. McCrank inquired about the Miscellaneous Revenue balance. L. Ollhoff provided a brief explanation and will provide more details after a discussion with the city finance director. No further discussion.
4. **Monthly Statistical Report for July 2025** - B. Rothlisberg/R. Martinovici/C to place the Monthly Statistical Report for July 2025 with discussed corrections on file. B. Rothlisberg had one correction in the Library Activity section for "Volunteer Hours Worked." The percentage change was incorrectly stated and should be 0%. E. McCrank inquired about including the new Youth Services Activity Room in a list for Room Use in the report. L. Ollhoff indicated that this would be added to future Statistical Reports. No further discussion.

III. Reports/Discussion Items/Action Items

1. **Action Item: Review and approve the Personnel Policy** - E. McCrank/B. Rothlisberg/C to approve the Personnel Policy with revisions as previously discussed at the 7/16/2025 Library Board meeting. No discussion.
2. **Action Item: Discuss, review, and approve "Name That Room" Fundraising Campaign** - R. Martinovici/E. McCrank/C to table approval to

the September 2025 Board meeting. E. McCrank made a suggested revision in the first paragraph to include "who also served as the first mayor of the city" after the "lumber baron in the community." B. Rothlisberg inquired about the verbiage related to the selection of the winning proposal and how equivalent offers will be handled to avoid favoritism. Discussion followed with proposed language to be added and the revised document to be brought before the Board at the September Board meeting. No further discussion.

3. **Action Item: Endowment Fund Mid-Year Financial Report** - E. McCrank/R. Martinovici/C to approve the Endowment Fund Mid-Year Financial Report. M. Geisler presented the report to the Board in Financial Secretary's absence. No further discussion.
4. **Discussion Item: Strategic Goals & Action Steps #5** - L. Ollhoff presented the report. No discussion.
5. **Discussion Item: Wisconsin Trustee Essential #26 - The Public Library System Board—the Broad Viewpoint** - L. Ollhoff presented the Wisconsin Trustee Essential #26. No discussion.

IV. Library Director's Report M. Geisler introduced K. Morris, the new Wisconsin Valley Library Service Board Representative. Each board member introduced themselves to K. Morris. K. Morris shared a bit about herself with the Board, her connection to Lincoln County, and the experience she brings to this role. L. Ollhoff reviewed events and drew attention to the department calendar of events online and in print. L. Ollhoff welcomed K. Morris to the Board. Highlighted the following mentioned in the report: The most recent WVLS Library Advisory Committee where the LSTA and TEACH Grant funding was discussed. The status of this funding is still uncertain. Friends of the Library Book Sale has been set for 10/23-10/25. Serving as a Library Director Mentor. Reminder to Board members of the Library Trustee Week Webinars. The Youth Service project is complete. RFID project is coming up and we are set to go with former staff members volunteering their time to assist. The project will take the remainder of the year to complete. Reminder for all to attend the Staff/Board Member Social Gathering on Thursday, August 21. No further questions or discussion.

V. President's Remarks M. Geisler thanked all Board members for their time and service on the Library Board.

VI. Date and Time of Next Meeting October 15, 2025, @4PM.

VII. Adjournment R. Martinovici/C. Grunenwald/C to adjourn the meeting at 4:34PM.