

**CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, SEPTEMBER 17, 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, C. Grunenwald, A. Huftel, R. Martinovici, E. McCrank, B. Rothlisberg, Excused: D. Dalsky, M. Geisler, M. Weix. Also present were: K. Morris, L. Ollhoff, A. Bennet.
- 2. Correspondence** - Thank you note to library staff from patron, Gaylin Brewington, and thank you letter from the American Red Cross for the monetary donation from library staff. No additional correspondence was presented.
- 3. Public Comment** - No public comment.

II. Consent Items

- 1. Minutes of regular meeting on August 20, 2025** - E. McCrank/R. Martinovici/C to approve the Minutes of the regular meeting on August 20, 2025. No discussion.
- 2. Vouchers for August 2025** - C. Grunenwald/K. Breitenmoser/C to approve the Vouchers for August 2025 with an edit to the date in the last column of the report from "August 2024 Totals" to "August 2025 Totals." B. Rothlisberg pointed out that the date in the last column was incorrect and should be August 2025. No further discussion.
- 3. Unaudited Monthly Income & Expense Report for August 2025** - R. Martinovici/C. Grunenwald/C to approve the Unaudited Monthly Income & Expense Report for August 2025. No discussion.
- 4. Monthly Statistical Report for August 2025** - E. McCrank/B. Rothlisberg/C to approve the Monthly Statistical Report for August 2025. E. McCrank commented that numbers went up, particularly the patron traffic count for August. E. McCrank added a reminder for the record that September will most likely be down and skewed, given the library will be closed to the public for an entire week as a result of the RFID Project. No further discussion.

III. Reports/Discussion Items/Action Items

- 1. Action Item: Review and approve "Name That Room" Fundraising Campaign** - E. McCrank/K. Breitenmoser/C to approve "Name That Room" Fundraising Campaign. No discussion. E. McCrank addressed B. Rothlisberg to confirm that the revision in front of them satisfied her concerns at the August meeting. B. Rothlisberg confirmed that it did. No further discussion.
- 2. Action Item: Endowment Fund Request for "Name That Room" Fundraising Campaign Marketing** - E. McCrank/B. Rothlisberg/C to approve

the Endowment Fund Request for "Name That Room" Fundraising Campaign Marketing with verbiage correction. B. Rothlisberg pointed out the omission of the word "exceed" in the first sentence where it should read "...not to exceed \$800." E. McCrank addressed her concern related to the avenues of marketing the campaign to those most likely would consider making a donation. L. Ollhoff mentioned the in addition to the ads and article in the Foto News and the ads in the Tomahawk Leader, it will also be announced during the Library's radio spots scheduled with WJMT for the month of October and social media. B. Rothlisberg spoke on whether a focused letter to past or new potential major contributors would be an option to consider. L. Ollhoff indicated that is certainly something that can be accomplished if the Board sees that as a need or the direction that the campaign should go. No further discussion.

3. **Action Item: Approve Endowment Fund Request - RFID Project Volunteer Stipend - C. Grunenwald/K. Breitenmoser/C to approve the Amended Endowment Fund Request - "Thank You" Gifts for RFID Project Volunteer Participation.** E. McCrank began by stating this request is a great idea. E. McCrank continued with concerns regarding the verbiage of the request and a detailed discussion followed to address E. McCrank's concerns. It was determined that gift cards would be purchased as a "Thank You" Gift in correctly calculated amounts, with the purchase of the gift cards regarded as an additional expense of the RFID Project and included as such in any documentation kept related to the Project. No further discussion.
4. **Discussion Item: Strategic Goals & Action Steps #1 - Strategic Goals & Action Steps #1** were presented without any discussion.
5. **Discussion Item: Wisconsin Trustee Essential #27: Trustee Orientation and Continuing Education - Wisconsin Trustee Essential #27: Trustee Orientation and Continuing Education.** E. McCrank mentioned the resources that are available. L. Ollhoff reminded Board members that the recordings from Trustee Week are available for trustees to view at any time. No further discussion.

IV. Library Director's Report L. Ollhoff presented the report with the following highlights: Jessica Michna is a well-known reenactor and will be sharing information on Women Who Dared in celebration of the Wmen's Suffrage Movement anniversary; the library has been extremely busy with the return of school class visits; K. Morris is in attendance today and has indicated that she will attend meetings when topics warrant a discussion with the Library Board and provide notes of WVLS meetings when discussions are not required; RFID Project week is behind us with over 50% of the library items being tagged during that time period and a few collections will be tagged over the next several weeks; RFID System training will be provided during the month of October with the hopes of putting the system into place by the end of October; upcoming Staff Development Day will provide staff with an opportunity to unwind after the intense RFID project; City Budget meetings continue with a final Council Meeting scheduled for

November 11, 2025, for final approval. Nothing further to report. E. McCrank commented on the library staff graciously taking over the Library Social Hour she instituted through a grant she received and is now complete. Staff members will rotate through and host the monthly Social Hour. E. McCrank shared her interest in the Library's most recent program, "Ethics and Safety of Harvesting Road Kill" and inquired about attendance. No further discussion.

V. President's Remarks No discussion.

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

VII. Adjournment R. Martinovici/K. Breitenmoser/C to adjourn at 4:28PM.