

T. B. Scott Free Library · Board of Trustees
Minutes of the Regular Meeting November 16, 2022

Opening

President Mike Geisler called the regular meeting of the Board of Trustees to order at 4:00 p.m. in the Library Community Room. Present: Rick Blake, Audrey Huftel, Richard Mamer, Elizabeth McCrank, Ryan Martinovici, and Jim Wedemeyer. Excused: Katie Breitenmoser and Darcy Dalsky. Also present: Laurie Ollhoff, Andrea Bennett, and camera operator.

The Board reviewed a thank-you notes to staff from the American Red Cross United Way, and the Tree of Hope Committee for the generous donations derived from Friday is Jean Day donations made by staff members.

Consent items

E. McCrank/J. Wedemeyer /C to approve the minutes of the regular meeting of October 19, 2022.
R. Blake/A. Huftel /C to accept the monthly Revenue and Expense Report for October 2022.

Reports/discussion items/action items

- A. Endowment Fund Request-Professional Development.** This item was tabled to the December Board meeting in order for the Library Director to do further research and provide a request with more detail and focus on funding for professional development opportunities for non-Admin staff.
- B. Endowment Fund Request-Advertising/Marketing.**
E. McCrank/R. Blake/C to approve a stipend of \$1000 to fund additional support for the advertising of library events and programs.
 - Discussion included how advertising costs have seen a substantial increase. This has prevented the Library from announcing events and programs in the local newspapers. The amount of the stipend will be revisited from time to time to determine if additional funding is necessary.
- C. Space Needs Study-MSR Design Revit 3D Model Additional Funding Request.**
E. McCrank/A. Huftel/C to approve the additional payment of \$5,800 to MSR Design for the 3D design utilizing Revit 3D Modeling. Discussion included a status update and the significance in having a 3D model rendering to base future decisions upon.
- D. Library Parking Lot Pavement Project Payment.** L. Ollhoff was contacted by City Financial Director Kathy Unertl to verify that the Library Endowment Fund was able to apply the payment they approved for the Library Parking Lot Repavement approved at the November 25, 2020, Board of Trustees Meeting as it was now complete and payment required. This was confirmed by the Board through the review of the Minutes from the November 25, 2020, meeting.
- E. Outdoor Sign/Church Mutual Grant Application Status.** L. Ollhoff reported that the Library had been awarded the Church Mutual CM Cares Grant in the amount of \$2500 that will be applied to the purchase of the new electronic advertisement sign from Graphic House, Wausau, Wisconsin.
- F. Strategic Plan Goals and Objectives #3.** L. Ollhoff provided updates on Strategic Plan Goal #3.
- G. Wisconsin Trustee Essential #22: Freedom of Expression and Inquiry.** L. Ollhoff provided copies of Trustee Essential #22 for review and questions.

Library Director's Report

- Critic's Choice Movies continue with increased attendance. It's a popular program at the library and patrons are happy to see its return.
- Edible houses are all the rage these days. Youth Services added a Spooky Halloween version in October and have registration filling up for the ever-popular Gingerbread House version in December.
- The Sheriff Forum was well attended with over 100 area residents in attendance.
- The search for an Assistant Director/Head of Adult Services is underway. We have one viable application to date and will continue to accept applications until the position is filled.

President's remarks

- No additional remarks.

E. McCrank /R. Martinovici/C moved to adjourn the meeting at 4:40 p.m. The next regular business meeting of the Board of Trustees is scheduled for December 21, 2022, at 4:00 p.m. in the Library Community Room.

Respectfully submitted,
Laurie Ollhoff, Secretary