

T. B. Scott Free Library · Board of Trustees
Minutes of the Regular Meeting November 15, 2023

Opening

President Michael Geisler called the regular meeting of the Board of Trustees to order at 4:00 p.m. in the Library Community Room. Present: Michael Caylor, Darcy Dalsky, Audrey Huftel, Ryan Martinovici. Excused: Elizabeth McCrank, Richard Mamer. Unexcused: Katie Breitenmoser, Chris Grunenwald. Also present: Laurie Ollhoff, Andrea Bennett, Maria Pregler, and camera operator.

No correspondence.

No public comment was made.

Consent items

A. Huftel/ R. Martinovici/C to approve the minutes of the regular meeting of October 18, 2023.

M. Caylor/D. Dalsky/C to accept the monthly Unaudited Revenue and Expense Report for October 2023.

R. Martinovici/M. Caylor/C accept the Monthly Statistical Report for October 2023.

Reports/discussion items/action items

- A. D. Dalsky/A. Huftel/C** to approve the **Library Board Bylaws**. Review required as indicated on Policy & Procedure Review Calendar. No requests for revisions were made. No further discussion
- B. M. Caylor/R. Martinovici/C** to approve the request to **Purge Dormant Accounts with Fees Over \$5**. Inquiries were made by board members as to the process of purging patron records. L. Ollhoff explained that dormant accounts of five years or more with account fines less than \$5 are regularly purged from library records by the Wisconsin Valley Library Service to maintain accurate records for the annual report required by the Wisconsin Department of Public Instruction. The process is then for Library Board of Trustees for member libraries to then make the decision to purge records with account fines over \$5. L. Ollhoff further explained that all efforts available to the Library have been made to collect the outstanding account fines. The likelihood of collection is extremely low.
- C. R. Martinovici/M. Caylor/C** to approve the **Youth Services Endowment Fund Request** for an amount not to exceed \$1,000 per year to be replenished annually on or about January 15 for the purpose of funding the Library's early literacy program, Little Bluebirds.
- D. MSR Design Youth Services Update** was provided by L. Ollhoff. Full schematic drawings to be completed by Friday, November 17. Upon receipt of the drawings, they will be shared with Nick Wszalek, the City's Facilities Maintenance Manager, who will work with a contractor to obtain an estimate of the constructions cost related to the project completion.
- E. 2024-2028 Long Range Plan Survey Update** was provided by L. Ollhoff. The Community Survey, which ended Wednesday, November 15, 2023, garnered 127 responses. Data from the Survey will be gathered, reviewed, and summarized in a Final Report to the Board at the January 2024 Board of Trustees Meeting.
- F. Adjacent Church Update:** M. Caylor provided an update on the status of the church property. Property owner was advised to stop any further work as the proper permits and zoning were not in place. The City Council is waiting for a rezoning request from the new owner.
- G. Strategic Plan Goals and Objectives #5.** L. Ollhoff provided updates on Strategic Plan Goals and Objective #5. No further discussion.
- H. Wisconsin Trustee Essential #7: The Library Board and Library Personnel.** L. Ollhoff provided copies of Trustee Essential #7 for review and questions. No further discussion.

Library Director's Report

- Library program highlights were provided.
- Nothing to report from the Wisconsin Valley Library System representative Diane Peterson.

- Friends of the Library held an extremely successful Fall Book Sale in which they raised \$1,614.27.
- Vintage postcard mural painting at the Library entrance is underway and could very well be completed by the week's end. Local Artist Tom Lambrect has done a phenomenal job. We are excited to have this postcard that depicts the library in earlier days along the Prairie River.
- Reiterated the completion of the Community Survey and forthcoming report to the Board of Trustees in January 2024.
- T.B. Scott Free Library is now designated as a Dementia Friendly Library after the training staff received on November 10, 2023, the Library's last Staff Development Day of 2023. Program extension and outreach to individuals experiencing memory loss is forthcoming. A Memory Café is being considered for the Library.
- Outreach and collaboration continue with other area non-profits to provide programming to community members. At this time the Library is investigating adding "Stepping On" the adult services program offerings to be facilitated by the ADRC of Central Wisconsin.
- A. Bennett, Assistant Director/Head of Youth Services, and M. Pregler, Head of Adult Services, attended the Wisconsin Library Association Conference in October. A. Bennett shared highlights that included the mention of a valuable resource to all community members and educational facilities called TeachBooks (teachingbooks.net). This resource is available to all Wisconsin residents. M. Pregler shared highlights that included attendance on mental health and libraries. The Library expressed an interest in a mental health pilot program that is being developed by the facilitator of the conference session. Both A. Bennett and M. Pregler stated that the networking component of the conference was extremely beneficial.
- The [Northern Wisconsin ILS Consortium Exploration \(NICE\)](https://nicesearch.org/) Team continues to meet as it works through the process of consolidating the Wisconsin Valley Library Service and Northern Waters Library Service systems into one. NICE Team updates related to the pending consolidation can be found at <https://nicesearch.org/>.

President's remarks

- Thank you to everyone.

M. Caylor/ R. Martinovici/C moved to adjourn the meeting at 4:25 p.m. The next regular business meeting of the Board of Trustees is scheduled for December 20, 2023, at 4:00 p.m. in the Library Community Room.

Respectfully submitted,
Laurie Ollhoff, Secretary