

**CITY OF MERRILL  
LIBRARY BOARD  
WEDNESDAY, FEBRUARY 18, 2026 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: A. Huftel, R. Martinovici, E. McCrank, T. Osness, B. Rothlisberg, M. Weix. Excused: K. Breitenmoser. Absent: C. Grunenwald. Also present were: L. Ollhoff, A. Bennett.

E. McCrank addressed the Board regarding a duplicate Agenda that she had received in her packet resulting from an addition that had been made. The Agenda presented on the Portal will be considered an Amended Agenda as it includes the addition of "III.7. Action Item: Approve Todd Osness appointment to Building and Grounds Committee and to serve as Committee Chairperson." No further discussion.

- 2. Correspondence** - L. Ollhoff presented two items of correspondence: one from the Carnegie Foundation of New York and the other a thank-you letter from the Merrill Fire Department for the library staff donation that was made. Discussion followed related to the letter from the Carnegie Foundation and the \$10,000 gift that was received by the library and how the gift would be disbursed for the benefit of the community to include a viewing of "The Librarian" documentary and a reception during National Library Week. E. McCrank inquired as to where the funds were deposited, which was the library's non-lapsing account. No further discussion.
- 3. Public Comment** - No public comment.

**II. Consent Items**

- 1. Minutes of regular meeting on January 21, 2026, and January 28, 2026** - E. McCrank/R. Martinovici/C to approve the Minutes of January 21, 2026, and January 26, 2026. No discussion.
- 2. Vouchers for January 2026** - A. Huftel/T. Osness/C to approve the Vouchers for January 2026. No discussion.
- 3. Unaudited Monthly Income & Expense Report for December 2025** - A. Huftel/R. Martinovici/C to approve the Unaudited Monthly Income & Expense Report for December 2025. M. Geisler commented about the \$22,950.00 that was incorrectly journaled to Miscellaneous Revenues 45110-48475 Library Programs Revenue. Request to the Finance Department to make the adjustment to the correct Revenue & Expense account was not made. No further discussion.

4. **Unaudited Monthly Income & Expense Report for January 2026** - E. McCrank/B. Rothlisberg/C to approve the Unaudited Monthly Income & Expense Report for January 2026. No discussion.
5. **Monthly Statistical Report for January 2026** - E. McCrank/T. Osness/C to approve the Monthly Statistical Report for January 2026. No discussion.

### III. Reports/Discussion Items/Action Items

1. **Action Item: Review and approve the 2025 Wisconsin DPI Public Library Annual Report** - A. Huftel/R. Martinovici/C to approve the 2025 Wisconsin DPI Public Library Annual Report. L. Ollhoff reported the one minor change to the Library Board President email address. E. McCrank inquired about the differences in this year's report with last year's report. L. Ollhoff explained minor changes that included the numbers related to library traffic and the improved accuracy with the installation of the new RFID/Patron Counter Gate entry system. No further discussion.
2. **Action Item: Review and approve Statement Concerning Public Library System Effectiveness** - R. Martinovici/T. Osness/C to approve the 2025 Wisconsin DPI Public Library Annual Report Statement Concerning Public Library System Effectiveness. No discussion.
3. **Action Item: Review and approve the 2025 Annual T.B. Scott Free Library Endowment Fund Report** - A. Huftel/T. Osness/C to approve the 2025 Annual T.B. Scott Free Library Endowment Fund Report. No discussion.
4. **Discussion/Possible Action Item: T.B. Scott Free Library Endowment Fund and Zander Trust Management** - No action taken. Tabled to March 18, 2026, Board of Trustees meeting.
5. **Action Item: Review and approve the After Hours Use Policy** - R. Martinovici/E. McCrank/C to approve the After Hours Policy. No discussion.
6. **Action Item: Review and Approve the Public Use of Meeting Rooms Policy** - A. Huftel/E. McCrank/C to approve the Amended Public Use of Meeting Rooms Policy as amended with revisions made during discussion. The revision to A.2.f to read as follows: " f. Purely social functions (e.g. birthday parties, showers, company parties, mixers, or activities that cause disruption) or regular ongoing religious services are not allowed. The library director reserves the right to determine justifiable use of library facilities and/or to cancel room reservations." E. McCrank addressed concerns regarding the policy language as presented in the Agenda packet. Discussion included possible tabling of the approval to allow for review, with further discussion including recommended revisions. It was determined that the recommended revisions would suffice. No further discussion.
7. **Action Item: Approve Todd Osness appointment to Buildings and Grounds Committee and to serve as Committee Chairperson** - E. McCrank/R. Martinovici/C to approve Todd Osness' appointment to the

Buildings and Grounds Committee and to serve as Committee Chairperson.  
No discussion.

**8. Discussion Item: Strategic Goals & Action Steps #1 - Lifelong Learning**  
- L. Ollhoff presented. No discussion.

**9. Discussion Item: Wisconsin Trustee Essential #4 - Effective Board Meetings and Trustee Participation** - L. Ollhoff presented. No discussion.

**IV. Library Director's Report** L. Ollhoff presented the Library Director's Report with highlights as follows: Jill Indrebo will attend meetings when there are items from WVLS that need to be addressed by the Library Board, the discussion related to the distribution of the gift from the Carnegie Foundation of New York continues, the Circulation Department area of the building will continue to be evaluated with input from Complete Control and other vendors, the Food Pantry has provided many individuals with the support they need and we recently were emphatically thanked for the availability, and attendance at the WLA Library Legislative Day is this library's opportunity to tell its story and how we impact so many in our communities through the funding that is provided by the state. No further discussion.

**V. President's Remarks** M. Geisler thanked everyone for their attendance. No further discussion.

**VI. Date and Time of Next Meeting** Wednesday, March 18, 2026, @4PM.

**VII. Adjournment** T. Osness/A. Huftel/C to adjourn at 4:34PM.