

**CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, MAY 20, 2026 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, E. McCrank, T. Osness, B. Rothlisberg. Excused: M. Geisler, R. Martinovici. Absent: M. Weix. Also present were: Jill Indrebo, WVLS Board Representative; Gary Meyer, community member; L. Ollhoff; A. Bennett.
- 2. Correspondence** - Thank you letter from the Community Food Pantry of Merrill for the staff monetary donation and the Merrill Area Chamber of Commerce Foundation for the staff monetary donation for the Hanging Flower Basket Project. No further correspondence.
- 3. Public Comment** - Gary Meyer, community member and meeting guest, spoke about the wonderful service the library staff has provided to his mother at Pine Crest. No further discussion.

II. Consent Items

- 1. Minutes of regular meeting on April 15, 2026** - E. McCrank/T. Osness/C C to approve the Minutes of the regular meeting on April 15, 2026. No discussion.
- 2. Vouchers for April 2026** - K. Breitenmoser/E. McCrank/C to approve the Vouchers for April 2026. E. McCrank inquired about the Northwinds Renewable Energy voucher request. L. Ollhoff explained the expense and income that occurs in relationship to the Solar Array Lease and the energy generated. E. McCrank also inquired about the Rib Mountain Glass voucher request. L. Ollhoff explained that it was the bill to cover the cost of the shattered window replacement in the Atrium and how the damage occurred. No further discussion.
- 3. Unaudited Monthly Income & Expense Report for April 2026** - T. Osness/B. Rothlisberg/C to approve the Unaudited Monthly Income & Expense Report for April 2026. No discussion.
- 4. Monthly Statistical Report for April 2026** - E. McCrank/K. Breitenmoser/C to approve Monthly Statistical Report for April 2026. E. McCrank commented on the increase in the Children's Non-fiction collection. L. Ollhoff explained the renovation to the non-fiction area that included moving books from shelving to browsing bins that allows individuals to view the front cover of the books has made a significant impact in the interest of our readers resulting in the increased circulation of the collection. No further discussion.

III. Reports/Discussion Items/Action Items

1. **Action Item: Review and approve Copyright Compliance Policy**
- E. McCrank/T. Osness/C to approve the Copyright Compliance Policy. E. McCrank shared an anecdote from the past related to a patron and copyright compliance. No further discussion.
2. **Action Item: Review and approve Conflict of Interest Policy - K.**
Breitenmoser/T. Osness/C to approve Conflict of Interest Policy. L. Ollhoff explained there were minor changes. L. Ollhoff asked Board members to sign the Conflict of Interest Statement mentioned in the approved policy before they left the meeting. No further discussion.
3. **Discussion Item: Strategic Goals & Action Steps #4: Collections - L.**
Ollhoff presented Strategic Goals & Action Steps #4: Collections highlights. E. McCrank commented on the reduction of the Adult Nonfiction collection and inquired about the procedure that was followed to complete the reduction. L. Ollhoff explained the process to include the MUSTIE (Misleading, Ugly, Superseded, Trivial, Irrelevant, and Elsewhere) and the CREW Method. No further discussion.
4. **Discussion Item: Wisconsin Trustee Essential #7 The Library Board and Library Personnel - A.** Huftel presented Wisconsin Trustee Essential #7: The Library Board and Library Personnel. No discussion.

IV. Library Director's Report L. Ollhoff referenced her submitted report highlighting the summer reading program, some new adult programming over the summer months, and a new Spanish Club that a staff member will facilitate. WVLS Director Search Committee made their recommendation to the WVLS Board of Trustees. J. Ingersol added that the Board wished to meet with the two recommended candidates before making that final decision on Tuesday, May 26, 2026. A review of WVLS library membership fees has been completed and a proposed fee distribution schedule is currently being drafted. L. Ollhoff stated that the Library Directors for the member libraries have requested that WVLS review the future budgets to determine if there are some items that can be eliminated from the budget and reevaluate the distribution schedule that was first proposed. L. Ollhoff highlighted WAPL Conference sessions, particularly the sessions on Generative AI. L. Ollhoff discussed the generation of Generative AI Policies for the library and the city related to the use of AI by staff with recommendations for more reliable and safer Generative AI applications. E. McCrank inquired about types of policy. L. Ollhoff indicated it is a work in progress. E. McCrank inquired about a policy that includes how the library collection is developed, and the impact Generative AI has on that process, i.e. books written completely by Generative AI—will those types of books be purchased for the library. E. McCrank inquired about a policy example. L. Ollhoff said that could be provided. E. McCrank inquired about the Carnegie Gift status and the decisions being made on the expenditure. L. Ollhoff indicated staff have been involved in the decision-making process at ongoing staff meetings, and they will continue to be as we thoughtfully make decisions on how the gift money is spent. There is no deadline or date by which the gift money is to be spent; it is at the discretion of the library.

L. Ollhoff shared with the Board that a portion of the roof on the historical Carnegie Library portion of the building is in need of replacement. T. Brunett, City Maintenance Supervisor, is working with contractors to obtain bids. The necessary documentation has been submitted to the Wisconsin Historical Preservation Committee, which is a 30-day process in which the Committee will respond with their recommendations. In the meantime, the library team will continue to evaluate options. An area contractor gave an estimate for shingles as replacement in the amount of approximately \$15,000, which would require the project to go to RFP possibly dependent upon the Committee's recommendation. E. McCrank that we research and locate contractors that will install clay tiles should the Committee require that the replacements be clay tiles to maintain our historical designation status. L. Ollhoff indicated meetings with the Building and Grounds Committee would most likely take place as things progress. B. Rothlisberg stated the Committee may have recommendations and inquired if they would recommend contractors. E. McCrank stated that contractors are typically not suggested. L. Ollhoff confirmed that the Committee makes recommendations on how to proceed not with whom the work should be done. Nothing further to report and no further discussion.

V. President's Remarks No remarks made by the President.

VI. Date and Time of Next Meeting Wednesday, June 17, 2026, @4PM

VII. Closed Session

- 1. The Library Board of Trustees may convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(f) considering financial, medical, social, or personal histories or disciplinary data of a specific person, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where paragraph (b) applies, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; to discuss the annual review of personnel. - E.**

McCrank/T. Osness/Individual Member Roll Call Taken which passed unanimously to move into Closed session.

VIII. Reconvene in Open Session No discussion was had after reconvening into Open Session.

IX. Adjournment T. Osness/B. Rothlisberg/C to adjourn at 5:36PM