CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, JUNE 17, 2026 MINUTES
REGULAR MEETING 3RD FLOOR BOARD ROOM 4:00 PM

I. Opening

1. **Call to order and roll call -** M. Geisler called the meeting to order at 4PM. Present: K. Breitenmoser, C. Grunenwald, A. Huftel, E. McCrank, T. Osness, B. Rothlisberg. Excused: R. Martinovici, M. Weix. Also present were: Laurie Ollhoff, Andrea Bennett, Gary Meyer.
2. **Correspondence -** No correspondence.
3. **Public Comment -** No public comment.

II. Consent Items

1. **Minutes of regular meeting on May 20, 2026 -** A. Huftel//T. Osness/C to approve the Minutes of the regular meeting on May 20, 2026. No discussion.
2. **Vouchers for May 2026 -** E. McCrank/K. Breitenmoser/C to approve the Vouchers for May 2026. E. McCrank expressed a concern related to a request for payment to R. Waldburger that contained a notation that the request was removed by the City as a W-9 had not been received. E. McCrank asked that we look into other avenues for payment when an individual does cannot complete a W-9. L. Ollhoff will look into alternative payment methods, but is not aware of any at this time. No further discussion.
3. **Unaudited Monthly Income & Expense Report for May 2026 -** A. Huftel/T. Osness/C to approve the Unaudited Monthly Income & Expense Report for May 2026. No discussion.
4. **Monthly Statistical Report for May 2026 -** T. Osness/B. Rothlisberg/C to approve the Monthly Statistical Report for May 2026. M. Geisler commented on Chess Club attendance. No further discussion.

III. Reports/Discussion Items/Action Items

1. **Action Item: Review and approve the 2027 Library Budget -** B. Rothlisberg/A. Huftel/C to approve the 2027 Library Budget. No discussion.
2. **Discussion Item: Strategic Goals & Action Steps #5: Facilities -** L. Ollhoff presented Strategic Goals & Action Steps #5: Facilities. E. McCrank inquired about the Survey mentions throughout the document and if a timeline was in place to complete. L. Ollhoff relayed to the Board that the Library administration team is currently reviewing shared resources from Wisconsin Department of Public Instruction and other state libraries that have recently completed facility-focused surveys. We intend to have a survey prepared for distribution in October. B. Rothlisberg inquired about

Survey Monkey and paper vs. digital survey options. L. Ollhoff explained that the Library utilized Google Forms in the past and intends to do so for future surveys. No further discussion.

3. **Discussion Item: Wisconsin Trustee Essential #8: Developing the Library Budget -** L. Ollhoff presented the Wisconsin Trustee Essential #8: Developing the Library Budget. Discussion included committee appointments and the Personnel & Finance Committee. L. Ollhoff did explain that the Wisconsin Department of Public Instruction recommends that there be a separate Personnel committee and Finance committee and that they should not be combined committees. That will be revisited at a future board meeting. L. Ollhoff will review the Bylaws to determine if revisions will need to be made and approved to move forward in that direction. E. McCrank inquired about the deposit of library funds with the city finance department and the additional report the Finance Director provides for non-lapsing funds which are library funds held for library expenditures only according to state statutes. No further discussion.

IV. Library Director's Report L. Ollhoff briefly reviewed the written report submitted in the packet and highlighted the following: a) Summer youth services program attendance has been phenomenal. b) Hiring of Katie Zimmerman as the new Library System Director and WVLS board meeting highlights. c) The Lincoln County Social-Connectedness survey highlighted the library's collaborative efforts with the ADRC and the 60+ Dining Site. d) Library collaboration with the Lincoln County 4-H Program and the upcoming programs to be held at the library this summer. e) The completion of the WLA Leadership Development Institute in June with a Certificate of Completion and special note from program mentor, Marla Sepnafski; f) Highlighted efforts with the Lincoln County Health Department and Tomahawk Public Library to enhance the communication of county programs, etc., with the community by designating a specific space in each of the libraries for that purpose. g) Staff review of safety measures when the library experiences inclement weather announcements. h) Reviewed upcoming staff training, and upcoming library closure dates. i) Handouts included with report are: Updated Board Roster, Trustee Training Week handout, and the 2027 Library Closure Dates. No further discussion.

V. President's Remarks No remarks.

VI. Date and Time of Next Meeting Wednesday, July 15, 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/unanimous consent to move into Closed Session by Roll Call vote by K. Breitenmoser, A. Huftel, C. Grunenwald, B. Rothlisberg, T. Osness, E. McCrank, and M. Geisler.

VIII. Adjournment Upon return from Closed Session, T. Osness/E. McCrank/C to adjourn at 5:12PM.