T. B. Scott Free Library Board of Trustees
REGULAR MEETING
October 21st 2020
Minutes

1. 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: Gene Bebel (-4:12), Darcy Dalsky, Paul Gilk, Audrey Huftel, Richard Mamer, Tim Meehean and Jim Wedemeyer (attendance by teleconference 4:30-). Excused: Katie Breitenmoser. Also present: Laurie Ollhoff, Nick Wszalek and Spencer S. from Merrill Productions.

There was no correspondence. There was no public comment.

2. Consent Items

M Meehean/S Dalsky/C to approve the minutes of the September meeting as printed and to accept the Monthly Revenue and Expense Report for September.

3. Reports/Discussion Items/Action Items

The President requested a change in order of the agenda. The order to change was approved by consensus.

<u>A. Address Boiler Issue:</u> The ongoing and deteriorating issues with the boiler were discussed. Ms. Stevens provided information on maintenance and repair costs for the boilers. The replacement of the boilers is being considered as a 2021 Capital Budget item by the Common Council. This project had been on the 2020 Capital Project request list but was deferred.
M Bebel/S Meehean/C the situation i.e. furnace/heating concerns at T.B. Scott Free Library merits a Declaration of Public Emergency allowing for immediate no bid replacement by receipt of quotes to be paid by temporarily using Library Endowment Funds which will be repaid by the City of Merrill in the next ensuing budget for an amount up to $75,000 and proposals will be brought to the Library Building and Grounds Committee for approval.

<u>B. Update on COVID-19 Building Closure, Curbside Pickup and Reopening:</u> Ms. Stevens shared concerns expressed by a community member related to our COVID policy. Staff quarantine issues are being addressed on a case-by-case basis but have not resulted in building staffing concerns at this point.

<u>C. Policy Review: Loaning-Equipment and Technology Items:</u> M Gilk/S Huftel/C to approve the policy as presented.

<u>D. Strategic Plan Progress: Goal #3:</u> Updates to Goal #3 were provided.

<u>E. Space Needs Study Discussion:</u> This agenda item was not discussed and will be placed on next month's agenda for discussion.

<u>F. Status of Church Property:</u> The assignment of the parking lot agreement has been signed by both parties.

<u>G. Wisconsin Trustee Essential #26-The Public Library System Board-The Broad Viewpoint:</u> Ms. Stevens provided copies of Trustee Essential #26.

<u>H. Reports from Friends and WVLS Representative:</u> Friends will be having a Poinsettia Fundraiser Sale in November.

4. Forthcoming Events & Library Director Report

- September Monthly Statistical Report was provided.
- 2020 Capital Improvement flat roof replacement was completed early this week.
- Ms. Stevens provided information on the 2021 City Capital Request for the Library Public Parking Lot Replacement. The city proposes requesting Library Endowment Funds for a portion of the expense. This item will be placed on next month's agenda for discussion.
- City audit report was provided for review in relation to the Library Endowment Fund.
- Fall Family Story Time online every other week; a themed activity pack is available monthly.

- Received a donation of 100 Art Kits (50 each celebrating two different art works) from Leigh Yawkey Woodson Art Museum, staff are hoping to distribute in conjunction with Birds in Art in November.
- Second event in the John Adams Citizen Study Group Program series was facilitated by John Greenwood and Ms. Ollhoff with 16 in attendance.
- Virtual Great Scotty Bake Off program on October 26th.
- Trinity Class visits continue in the morning before opening to the public.

5. Adjournment

M Meehean/S Dalsky/C to adjourn the meeting at 4:35 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on November 18th at 4:00 p.m. in the Library Community Room.

Stacy D. Stevens, Secretary