T. B. Scott Free Library · Board of Trustees
Minutes of the Regular Meeting October 19, 2022

Opening
President Mike Geisler called the regular meeting of the Board of Trustees to order at 4:02 p.m. in the Library Community Room. Present: Katie Breitenmoser, Rick Blake, Audrey Huftel, Richard Mamer, Elizabeth McCrank, and Ryan Martinovici. Excused: Darcy Dalsky and Jim Wedemeyer. Also present: City Attorney Tom Hayden, Laurie Ollhoff, Andrea Bennett, and camera operator.

The Board reviewed a thank-you note to staff from Fill the Gazebo and the Merrill Area Chamber of Commerce Foundation for the generous donation derived from Friday is Jean Day donations made by staff members.

Consent items
E. McCrank/R. Blake/C to approve the minutes of the regular meeting of September 21, 2022.
E. McCrank/K. Breitenmoser/C to approve the minutes fo the special meeting of August 3, 2022.
R. Martinovici/A. Huftel/C to accept the monthly Revenue and Expense Report for September, 2022.

Reports/discussion items/action items

A. **Memorial Books Policy**
   R. Martinovici/R. Blake/C to approve the Memorial Books Policy
   - Discussion included the rendering of a survey to those that donate to the library in the form of a memorial book request. A survey will be developed and included with the Memorial Request Form to be reviewed periodically to determine the effectiveness of the current procedure in place as it is directed by the current Memorial Book Policy.

B. **Space Needs Study-MSR Design.** L. Ollhoff provided a status update. Our account has been assigned to Kate Michaud of MSR Design. L. Ollhoff will begin discussions with K. Michaud to reinstate the Foundation Stage. MSR will be contacted for clarification of the Revit model mentioned in the proposal and how best for the library to move forward. No action necessary.

C. **Outdoor Sign/Church Mutual Grant Application Status**. L. Ollhoff provided an update regarding the Church Mutual CM Cares Grant. Application to the Merrill Foundation has been submitted requesting funding. The Merrill Foundation will meet November 1 as stated by E. McCrank to review the application. No action necessary.

D. **Materials Inventory/Materials Security Gate.** L. Ollhoff provided a status report on library inventory and recommended next steps. Discussion included the future purchase of an RFID system and the ease of performing a regular inventory in the future once in place. Funding sources are being researched. No action necessary.

E. **Strategic Plan Goals and Objectives #2.** L. Ollhoff provided updates on strategic plan Goal #2.

F. **Wisconsin Trustee Essential #21: The Library Board and Accessible Services.** L. Ollhoff provided copies of Trustee Essential #21 for review and questions.

Interim Library Director's Report

President's remarks
- No additional remarks.
- Thank you to everyone.

Closed Session
Motion to convene into closed session
Pursuant to Wis. Stat. 19.85(1)(c), the Board of Trustees convened into Closed Session at 4:36 p.m. for the purpose of reviewing the compensation of key employees and related matters, including discussion regarding the Library Director position.
R.Blake/E. McCrank/Roll Call taken: Rick Blake, Katie Breitenmoser, Mike Geisler, Audrey Huftel, Richard Mamer, Elizabeth McCrank, and Ryan Martinovici with unanimous votes as noted by the board President to move into Closed Session.

Reconvene into Open Session
R. Martinovici/R. Blake/C to return to Open Session.

Closed Session Action
E. McCrank/R. Blake/C to approve action taken during Closed Session.

NOTES:
Wis. Statute
19.85 Exemptions.
19.85(1) Any meeting of a governmental body, upon motion duly made and carried, may be convened in closed session under one or more of the exemptions provided in this section. The motion shall be carried by a majority vote in such manner that the vote of each member is ascertained and recorded in the minutes. No motion to convene in closed session may be adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific exemption or exemptions under this subsection by which such closed session is claimed to be authorized. Such announcement shall become part of the record of the meeting. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session. A closed session may be held for any of the following purposes:

(a) Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.

(b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.

(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Adjournment

E McCrank /R. Blake/C moved to adjourn the meeting at 4:51 p.m. The next regular business meeting of the Board of Trustees is scheduled for November 16, 2022, at 4:00 p.m. in the Library Community Room.

Respectfully submitted,
Laurie Ollhoff, Secretary