

T. B. Scott Free Library · Board of Trustees
Minutes of the Regular Meeting October 18, 2023

Opening

President Michael Geisler called the regular meeting of the Board of Trustees to order at 4:01 p.m. in the Library Community Room. Present: Michael Caylor, Darcy Dalsky, Chris Grunenwald, Audrey Huftel, Richard Mamer, Ryan Martinovici, and Elizabeth McCrank. Also present: Laurie Ollhoff, Andrea Bennett, Tena Gnewuch, Donna Plautz, and camera operator.

No public comment was made.

Consent items

E. McCrank/A. Huftel/C to approve the minutes of the regular meeting of September 20, 2023.

A. Huftel/D. Dalsky/C to accept the monthly Unaudited Revenue and Expense Report for September 2023.

E. McCrank/R. Martinovici/C accept the Monthly Statistical Report for September 2023. E. McCrank commented on the statistics and the continued growth of library resource use and program attendance.

Reports/discussion items/action items

A. M. Caylor/C. Grunenwald/C to approve the **Standard of Conduct for Library Patrons Policy**.

Review was required since the lifting of the COVID19 precautions in May 2023 and for the addition of inclusive language in its introduction as noted by L. Ollhoff.

B. R. Martinovici/E. McCrank/C to approve the **Public Use of Meeting Rooms**. L. Ollhoff presented minor revisions related to cancellation notification and signage allowed in the library for meetings scheduled at the library. Questions concerning revisions by E. McCrank were addressed by L. Ollhoff.

C. MSR Design Youth Services Update was provided by Lauren Gardner, Interior Designer with MSR Design via BlueJeans virtual attendance. L. Gardner reviewed a PowerPoint presentation that provided an overview of the plan and the resulting draft of a schematic drawing of the Youth Services Activity/Meeting Room. Questions brought forward by Board members were addressed by L. Gardner. Next steps will be to have the final rendering of the schematic design prepared for project quote by a local contractor to ascertain approximate costs to determine the breadth of a capital fund drive.

D. 2024-2028 Long Range Plan Survey Update was provided by L. Ollhoff. The Community Survey has gone live. Individuals may complete the Survey online or on paper. Paper copies are available at all service desks and will be entered into the Survey bank manually. The deadline for completion of the Survey is November 15, 2023. Data from the Survey will be gathered, reviewed, and summarized in a Final Report to the Board at the January 2024 Board of Trustees Meeting.

E. Strategic Plan Goals and Objectives #4. L. Ollhoff provided updates on Strategic Plan Goals and Objective #4. No further discussion.

F. Wisconsin Trustee Essential #6: Evaluating the Library Director. L. Ollhoff provided copies of Trustee Essential #6 for review and questions. No further discussion.

Library Director's Report

- Library program highlights announced.
- Nothing to report from the Wisconsin Valley Library System representative Diane Peterson.
- Friends of the Library is getting ready for the Fall Book Sale to be held from October 26 – October 28. There is no room for books in the Friends' closet. Books have got to go. Extra efforts are being made to make books available for purchase. Cat Oftedahl, library staff, has joined the Friends of the Library and has taken on the task of bagging children's books to be purchased on an ongoing basis until such time that the Friends' closet can store incoming donations sufficiently.

- The Library Donation portal has gone live and can be found at <https://www.tbscottlibrary.org/donate-to-the-library/>. An updated endowment fund brochure is in printing at Reindl Printing and will be distributed to the funeral homes in the area and provided with the URL for the Donate to the Library page.
- The Library's 2nd Staff Development Day was well received by all staff in attendance from T.B. Scott Free Library and the Tomahawk Public Library. Michelle Dennis from the Hedburg Public Library in Janesville, WI, did an outstanding job sharing her knowledge as the Director of Security and offered up numerous scenarios for staff members to discuss and apply.
- The November Staff Development Day to be held on Friday, November 10, will focus on dementia-friendly library training. Certified trainers from the ADRC of Central Wisconsin will facilitate the workshop which will put the Library on the state and national map as a dementia-friendly library. This is just one step in the development of a dementia-friendly community.
- The [Northern Wisconsin ILS Consortium Exploration \(NICE\)](https://nicelibraries.org/) Team continues to meet as it works through the process of consolidating the Wisconsin Valley Library Service and Northern Waters Library Service systems into one. NICE Team updates related to the pending consolidation can be found at <https://nicelibraries.org/>.
- An invitation was extended to the Library Board of Trustees to attend the unveiling of the street marker honoring Natalie Scribner, the Library's longest serving librarian, from 1922 – 1948. The unveiling will take place on Monday, October 23, 2023, @12 p.m. at the street sign corner of Polk Street and Main Street. A press release with this announcement can be found in the FotoNews.

President's remarks

- Thank you to everyone.

R. Martinovici/M. Caylor/C moved to adjourn the meeting at 4:32 p.m. The next regular business meeting of the Board of Trustees is scheduled for November 15, 2023, at 4:00 p.m. in the Library Community Room.

Respectfully submitted,
Laurie Ollhoff, Secretary