T. B. Scott Free Library · Board of Trustees

Minutes of the Regular Meeting September 21, 2022

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: Katie Breitenmoser, Rick Blake, Darcy Dalsky, Audrey Huftel, Elizabeth McCrank, Ryan Martinovici (arriving at 4:27 pm), and Jim Wedemeyer. Excused: Richard Mamer. Also present: Laurie Ollhoff, Andrea Bennett, and camera operator.

The Board reviewed a thank-you note to staff from St. Vincent DePaul Outreach for the generous donation derived from Friday is Jean Day donations made by staff members, from MAPS Raise Your Voices Fundraiser for the silent auction gift basket, and from the Friends of the River Bend Trail for staff participation at the Summer Solstice Event.

Consent items

R. Blake/A. Huftel/C to approve the minutes of the regular meeting of July 20, 2022.
J. Wedemeyer/R. Blake/C to accept the monthly Revenue and Expense Report for July and August 2022.

Reports/discussion items/action items

A. **Space Needs Study-MSR Design.** L. Ollhoff presented the Revised Fee Proposal: Services for Interior Planning/Improvements received from MSR Design after speaking with Traci Lesneski and our wish to move forward to complete the Foundation Stage. Since the initial signing of our agreement with MSR Designs, there has been an increase of $800 in fees as a result of salary/hourly rate increases. A request is being made to the Endowment Fund for the disbursement in the amount of $800 to cover this increase. J. Wedemeyer/K. Breitenmoser/C to approve the disbursement of the $800 increase from the Library Endowment Fund to MSR Design for the completion of the Space Needs Study Foundation Stage.
B. **Special Election for Office of Vice President.** M. Geisler stated A. Huftel volunteered to be place on the ballot for Vice President. Nominations were open on the floor. Nominations were closed with no additional candidates. E. McCrank/R. Blake/C for a unanimous vote for A. Huftel as Vice President.
C. **Document for the Endowment Fund of the T.B. Scott Free Library.** L. Ollhoff presented the Document for review. Suggestions for donations to guide individuals when approaching the library was discussed. E.McCrank/R. Blake/C to approve the review.
D. **Memorial Book Policy.** L. Ollhoff presented the minor changes in verbiage. No action taken. Item was tabled to the October 19, 2022, Board meeting to allow for further research on the memorial book procedure.
E. **Skateboard Policy.** L. Ollhoff presented the minor changes to include other play vehicles as part of the policy. K.Breitenmoser/R. Blake/C to approve.
F. **Wireless Internet Policy.** L. Ollhoff presented a substantial policy revision that more closely reflected the nature of the policy. D. Dalsky/A. Huftel/C to approve the revised policy.
G. **Strategic Plan Goals and Objectives #1.** L. Ollhoff provided updates on strategic plan Goal #1.
H. **Wisconsin Trustee Essential #20: The Library Board and Building Accessibility.** L. Ollhoff provided copies of Trustee Essential #20. L. Ollhoff stated the Library looks closely

at the American's with Disabilities Act (ADA) guidelines to ensure that the library is compliance with all facets.

Interim Library Director's Report

- Storytime is back in Youth Services and families are excited to be back. Cover-to-Cover Book Club has returned in full force and attendance has been great with Faith Martinson as the facilitator. Adult programming continues.
- Wisconsin Valley Library Service (WVLS) received numerous Library Services and Technology (LSTA) Grants that will facilitate evaluations of cataloging practices and integrated library systems to improve productivity and patron services.
- Friends Book Sale is on the calendar for October 27-29. The Friends will be recognized during the sale as part of National Friends of the Library Week that takes place in October
- Search for Library Director replacement is in full swing with application deadline of September 30.
- Library staff researching and obtaining quotes for operational equipment purchases to include a security/patron counter gate, outdoor announcement sign, and official library sign. D. Dalsky will contact Church Mutual Foundation to determine whether there is interest from them to donate the funds for the replacement of the outdoor announcement sign. Discussion regarding library materials inventory was included. Library Inventory will be added to the October 19, 2022, agenda.
- Parking lot is currently being used by PRMS for student drop off and pick up while road construction continues.

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 4:49 p.m. to discuss the appointment of an Interim Director and other personnel matters.
E. McCrank/R. Blake/RC taken: Katie Breitenmoser, Rick Blake, Darcy Dalsky, Audrey Huftel, Elizabeth McCrank, Ryan Martinovici, and Jim Wedemeyer with unanimous votes as noted by the board President to move into Closed Session.

Reconvene into Open Session

R. Blake/E. McCrank/C to return to Open Session at 4:58 pm.

Closed Session Action

E. McCrank/K. Breitenmoser/C to approve action taken during Closed Session for the appointment of Laurie Ollhoff as Interim Director and personnel compensation adjustments.

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

J. Wedemeyer/R. Blake/C moved to adjourn the meeting at 5:02 p.m. The next regular business meeting of the Board of Trustees is scheduled for October 19, 2022, at 4:00 p.m. in the Library Community Room.

Respectfully submitted,
Laurie Ollhoff, Secretary