

T. B. Scott Free Library · Board of Trustees
Minutes of the Regular Meeting September 20, 2023

Opening

President Michael Geisler called the regular meeting of the Board of Trustees to order at 4:00 p.m. in the Library Community Room. Present: Michael Caylor, Chris Grunenwald, Audrey Huftel, Ryan Martinovici, and Elizabeth McCrank. Excused: Darcy Dalsky. Not present: Richard Mamer. Also present: Laurie Ollhoff, Andrea Bennett, and camera operator.

L. Ollhoff presented letters received from Al Curtis, a Pine Crest Nursing Home resident, thanking the library for the outreach services provided to homebound patrons and others unable to come to the library and from the American Red Cross for the generous donation made to the organization made possible through the library staff's monthly fundraising efforts on Blue Jean/Casual Day Fridays.

No public comment was made.

Consent items

E. McCrank/A. Huftel/C to approve the minutes of the regular meeting of August 16, 2023.

A. Huftel/R. Martinovici/C to accept the monthly Unaudited Revenue and Expense Report for August 2023.

E. McCrank/K. Breitenmoser/C accept the Monthly Statistical Report for August 2023.

Reports/discussion items/action items

- A. E. McCrank/M. Caylor/C** to approve: Authorization for Richard A. Mamer or Michael V. Geisler as the signers on all financial accounts of the T.B. Scott Free Library and its Endowment Fund. This authorization includes the opening of any deposit or share account(s) of subject organization. Said individuals shall be authorized to endorse checks and money orders for the payment of money or otherwise withdraw or transfer funds on deposit with the following financial institutions:

- a. Crossbridge Community Bank, Merrill, Wisconsin
- b. Edward Jones Investments, Merrill, Wisconsin
- c. Incredible Bank, Merrill, Wisconsin

These shall be single signature accounts.

M. Geisler stated the purpose of this authorization to provide assurance that the Endowment Fund accounts can be accessed when necessary and adds depth to those responsible for the management of the funds. No further discussion.

- B. A. Huftel/R. Mamer/C** to approve the Endowment Fund Request for Post Card Mural at the Library entrance in the amount of \$1,565. E. McCrank asked for clarification on the decision-making process. L. Ollhoff explained the process and the connection to the artist who will paint a historical Merrill area post card that includes a view of the original Carnegie library along the Prairie River. No further discussion.
- C. Merrill Historical Society Collaboration** effort was presented by L. Ollhoff. The Library was approached to assist in the process of digitizing materials that only the library has in its possession. This proposed project would be the result of the Merrill Historical Society being designated as a recipient of a grant from the Bierman Family Foundation. L. Ollhoff stated the Library willingly accepted the request to assist.
- D. The 2024-2028 Long Range Strategic Plan Library Visit Report** was presented by L. Ollhoff. Discussion included highlights from the visits. Similarities were seen between libraries related to the need for more meeting spaces, better use of existing spaces, and space needs evaluations. Conversations with other state libraries by the Library administration team provided some assurances to the direction.

- E. Church Status (100 Polk St.)** was discussed. M. Caylor stated that nothing currently is being done with the property. The property is now privately owned and is back on the tax roll. L. Ollhoff mentioned that library staff had witnessed some minor maintenance activity.
- F. Strategic Plan Goals and Objectives #3.** L. Ollhoff provided updates on Strategic Plan Goals and Objective #3.
- G. Wisconsin Trustee Essential #5:** Organizing the Board for Effective Action. L. Ollhoff provided copies of Trustee Essential #5 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 have scheduled their Fall Book Sale for Thursday, October 26 – Saturday, October 28.
- The Library has created an online monetary donation portal for donations to the T.B. Scott Free Library Endowment Fund at <https://www.tbscottlibrary.org/donate-to-the-library/>. M. Caylor recommended that the funeral homes in the area be contacted and provided with the URL for the Donate to the Library page.
- T.B. Scott Free Library has been asked to join the [Northern Wisconsin ILS Consortium Exploration \(NICE\)](https://nicelibraries.org/) Team as the Wisconsin Valley Library Service works in collaboration with the Northern Waters Library Service to consolidate the two systems into one. Information related to the work that has been complete to date and the recommendation by the NICE Team to consolidate can be found at <https://nicelibraries.org/>.
- A draft of 2024-2028 Long Range Strategic Plan Survey questions has been in collaboration with Art Lersch, U.W. Extension Area Director, and Erica Brewster, WVLS Data and Technology Services Consultant. This survey will be shared with area residents in October as part of the planning process for the 2024-2028 Long Range Strategic Plan.
- The Library is moving forward with MSR Design in the development of schematic designs for the Youth Services Department Activity/Meeting Room. Draft designs and report is forthcoming.
- The Library's 2nd Staff Development Day will be held on Monday, October 9, along with staff from the Tomahawk Public Library. The workshop will be facilitated by Michelle Dennis from the Hedburg Public Library in Janesville, WI. Ms. Dennis will present on library security and working with patrons.
- Mention was made that individuals should take the opportunity to visit the Library's Community Artshare that is currently housing the historical kitchen collection of one the Library's staff members, Tena Gnewuch.

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 October 18, 2023, at 4:00 p.m. in the Library Community Room.

Respectfully submitted,
Laurie Ollhoff, Secretary