

**T. B. Scott Free Library Board of Trustees**  
**REGULAR MEETING**  
**June 19<sup>th</sup>, 2013**

**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 Board Room. Present: Gene Bebel, Katie Breitenmoser, Paul Gilk, Chris Malm (-4:35), Richard Mamer, Tim Meehean (4:03-), Jim Wedemeyer (4:12-) and Vickie Yelle (4:05-). Also present: Don Litzer and Dakota W. from MP3.

Correspondence received: an email from Merrill City Council President Steve Hass complimenting the library's exterior maintenance; a thank you from Ellie Schwartz for the funding for her attendance to the Innovative Users Group Conference; and a thank you from the Merrill Area Chamber of Commerce Foundation for the Hanging Flower Basket donation.

There was no public comment.

**2. Consent Items**

M Mamer/S Breitenmoser/C to approve the minutes of the May meeting as printed.  
M Meehean/S Gilk/C to accept the Monthly Revenue and Expense Printouts and Monthly Statistical Report for May as printed.

**3. Reports/Discussion Items/Action Items**

A. Endowment Fund: Review of IRS Form 990: Mr. Mamer presented the form.  
M Bebel/S Malm/C to approve the form as printed.

B. Shields Donation: M Meehean/S Yelle/C accept the donation of the antique map and to pay for UV glass protection (if necessary) from endowment fund monies.

C. Policy Review: Inclement Weather: M Mamer/S Wedemeyer/C to approve the policy with revisions as presented.

D. Policy Review: Personnel Policy: M Meehean/S Malm/C to approve the policy with revisions as presented.

E. Policy Review: Materials Selection Policy: M Meehean/S Yelle/C to approve the policy with revisions as presented.

F. Policy Review: Internet Use Policy: M Meehean/S Gilk/C to approve the policy with revisions as presented, with correction of wording in General Internet Usage #2 as discussed.

G. Community Outreach-Lincoln Hills and Lincoln County Jail: As directed, Ms. Stevens apprised Lincoln County Board member Robert Lee of the library's efforts to serve these populations. Ms. Stevens will update the board with further developments.

H. Trustee Essential #2-Who Runs the Library: Ms. Stevens reviewed the responsibilities of the Library Board, responsibilities of the Director, the division of labor between the Library Board and the Director, & the Responsibilities of Municipal Governments presented in the Trustee Essential #2. After a subsequent discussion, Mr. Gilk requested that an item be placed on the next board agenda to discuss how the Board can proactively make the case to our elected representatives for the value of library services to our community, and for stable and sufficient library funding.

I. Reports from Friends/WVLS Representative: The Friends donated money to both Youth Services and the Adult Department for Summer Library Programming at their last meeting on June 13<sup>th</sup>. There was no report from the Lincoln County WVLS Representative.

**4. Forthcoming Events & Library Director Report**

- Youth Summer Library Program had their first program at PRMS with attendance of 425. Free Merrill-Go-Round rides for Summer Library Program events are again being provided this year. 57 kids & 8 teens registered for the program on the first day of registration. Read to a Dog, Teen Ghost Stories and Movie Night are programs scheduled this week.
- Ms. Weege, Outreach Coordinator will be manning a booth at the Farmers Market once a month this summer.
- Mr. Zaborowsky has initiated a library presence on Twitter and Pinterest, and has been instrumental in an increased library presence on Facebook since his arrival.

- Adult Summer Library Program has reached out to more community sponsors this year and has received more prizes/donations. Champs and Auto Jockeys are new sponsors this year.
- Merrill Police Department has a new Crime Prevention Initiative and the library participated in a walk-through of the building to identify/review safety issues and concerns.
- An update was given on ongoing Buildings & Grounds projects.
- An update was given on the Long Range Plan. Ms. Stevens requested a board volunteer for the Planning Committee.
- An update was given of issues being considered by the Wisconsin Legislature affecting libraries, including the potential ban on residency requirements for city employees.
- Ms. Stevens attended the recent Spring Business Roundtable #4 on the Importance of Broadband. A survey being conducted by the Public Service Commission of Wisconsin through July 15<sup>th</sup> will be available to the public at the library in paper and electronic formats.
- Adult audiobooks on cassette and adult videocassettes have been withdrawn from the collection.

**5. Adjournment:**

The meeting adjourned at 5:00 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on July 17<sup>th</sup> at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary