

**T. B. Scott Free Library Board of Trustees**  
**REGULAR MEETING**  
**March 18<sup>th</sup>, 2015**

**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: Katie Breitenmoser, Paul Gilk, Tim Meehean, Jim Wedemeyer and Vickie Yelle. Excused: Gene Bebel, Richard Mamer and Kyle Reimann. Also present: Don Litzer (4:45-), Mike Schroeder (-4:35) and Jacob S. from MP3.

Several items of correspondence were received. A request for contributions to the Hanging Basket Project from the Merrill Area Chamber of Commerce Foundation was received. Staff are again donating proceeds from April "Casual Friday" donations; the board approved by consensus to fund the remainder of a pole donation from endowment funds. Also received was a letter from the Wisconsin Department of Public Instruction thanking the library board for their support of the 2015 ILEAD-USA Wisconsin Program. A letter was received from the Merrill Historical Society recognizing the final Endowment Fund Pledge. Ms. Stevens relayed email correspondence submitted by a library patron expressing concerns about noise at the library. Mr. Gilk shared correspondence he received regarding possible civic discussion opportunities through The Interactivity Foundation.

There was no public comment.

**2. Consent Items**

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

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

**A. Library Salary Schedule Review:** Ms. Stevens provided board members with a copy of the City of Merrill Compensation Rates – 2015 document found on the City of Merrill's webpage. The library's current salary compensation schedule is included in that document.

**B. Consideration of Combining City Hall Maintenance & Library Maintenance Supervisor Positions:** M Meehean/S Yelle /C to approve the short-term coverage of City Hall Maintenance by Mike Schroeder until his retirement as set forth in the document presented to the board dated March 13<sup>th</sup> 2015, and to take no action at this time, but to reevaluate the proposal at a later date regarding the permanent combination of City Hall Maintenance and Library Maintenance Supervisor positions. This item will be placed on upcoming board agendas for discussion.

**C. Microfilm Equipment Replacement Request:** M Meehean/S Breitenmoser /C to approve purchasing a ScanPro 3000 with dedicated computer as presented: funded by \$9,000 from the Endowment Fund and the remaining \$3,993 from the Library Photocopier Non-Lapsing Fund.

**D. Discussion and Request for Funding of Initial Fiber Plan:** M Meehean/S Wedemeyer /C to approve \$3,000 from the Endowment Funds, contingent on the other partners listed in the document presented to the board dated March 9<sup>th</sup>, 2015 contributing to the project as anticipated.

**E. Statewide Circulation Trends:** Ms. Stevens presented data compiled and provided by Wisconsin Valley Library Service regarding annual circulation statistics for libraries in our library system, as well as libraries throughout the state of Wisconsin.

**F. Strategic Plan Progress-Goals #3:** Ms. Stevens presented staff progress on goals and objectives.

**G. Trustee Essential #18-Library Board Appointments & Composition:** Ms. Stevens provided copies of Trustee Essential #18.

**H. Reports from Friends/WVLS Representative:** The Friends of the Library recent booksale was successful. There was no report from the WVLS Representative.

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

- Retirement Classroom seminars continue.
- Plans are well underway for the Youth and Adult Summer Library Programs.

- Ms. Stevens shared an article written in 1968 by Library Director Edna Kraft which will be featured in an upcoming Friday Merrill Focus Column for the Wausau Daily Herald.

**5. Adjournment:**

The meeting adjourned at 5:00 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on April 15<sup>th</sup> at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary