

**T. B. Scott Free Library Board of Trustees**  
**REGULAR MEETING**  
**June 17<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: Gene Bebel, Katie Breitenmoser, Paul Gilk, Richard Mamer (4:25-), Tim Meehean, Jim Wedemeyer and Vicki Yelle. Excused: Kyle Reimann. Also present: Don Litzer (4:05-) and Bill Dinges (-4:20).

A thank you letter was received from Forward Service Corporation for library support of the W2 and Work Experience Program. An email was received regarding registration for the Small City & Regional Community Conference October 6<sup>th</sup> and 7<sup>th</sup>, Ms. Stevens will be attending.

There was no public comment.

**2. Consent Items**

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

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

A. Commercial Vendor Request for Parking Lot Use: Mr. Dinges was present to discuss his proposal. M Wedemeyer/S Meehean/C to give permission for Mr. Dinges to locate his snow cone truck in the library parking lot for up to 2 dates this summer, with the library accepting no money for the use. Ms. Stevens and Mr. Dinges will cooperate to work out details, including working with the City Planning Commission.

B. Library Salary Schedule Discussion: Ms. Stevens provided the board with copies of the Library Salary Schedule, 2015 Library Staff Salary/Wages and Benefits, City of Merrill Clerical and Other Support Staff Compensation Schedule and 2015 City of Merrill Clerical and Other Support Staff Salary/Wages and Benefits.

C. Staffing Changes Update: Ms. Stevens updated the board of an employee resignation, and hiring of replacement staff. Ms. Stevens also apprised the board of a service desk staffing experiment underway—specifically, staffing the circulation desk on weekday evenings with one person, to free up staff for programming and other library activities.

D. Policy Review: Sexual Harassment: M Meehean/S Breitenmoser /C to approve as presented.

E. Policy Review: Services of the Library: M Meehean/S Yelle /C to approve the policy as revised.

F. Strategic Plan Progress-Goals #6: Ms. Stevens presented staff progress on goals and objectives.

G. Trustee Essential #21-The Library Board and Accessible Services: Ms. Stevens provided copies of Trustee Essential #21.

H. Reports from Friends/WVLS Representative: The Friends are planning a booksale for Crazy Daze. There was no report from the WVLS Representative.

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

- May Statistical Report was presented.
- Ms. Stevens informed the board of Merrill's first Little Free Library, for which T.B. Scott Library is the steward.
- Board members were given a copy of the Wisconsin Valley Library Service 2014 System Membership Information and Public Library Statistics. County Board members and City Council members will also be provided copies.
- Board members were given information on Wisconsin Trustee Training Week Aug. 17-21.
- Attendance at PRMS program today was 440. 58 youth spun the wheel the first day. 120 people attended the Rodeo Queens kickoff program.

**5. Adjournment:**

The meeting adjourned at 4:50 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on July 15<sup>th</sup> at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary