

**T. B. Scott Free Library Board of Trustees**  
**REGULAR MEETING**  
**December 16<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, D'Lacey Haight, Tim Meehean, Jim Wedemeyer and Vicki Yelle. Excused: Richard Mamer. Also present: Don Litzer and Marilyn Sauer (4:10 -).

The board received a thank you letter from Merrill Area Public Schools for the Endowment Fund's donation to the After the Bell Program.

There was no public comment.

**2. Consent Items**

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

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

A. Appointment of the Nominating Committee: Mr. Meehean was appointed to the nominating committee; he will report at the next meeting.

B. 2016 Budget Update: Ms. Stevens contacted City Finance Director Unertl regarding the feasibility of creating of a non-lapsing fund, for the purpose of assisting in covering health care insurance costs in the event that circumstances involving employees who had been declining coverage create an immediate budgetary impact. Ms. Unertl indicated this would be appropriate and recommended that, at this time, funds be placed in the Maintenance/Repair Contingency line per board direction and, at the end of 2016, any remaining funds be moved into a newly designated non-lapsing fund created for this purpose. M Meehean/S Gilk/C to approve the recommendations for reallocation as presented for 2016.

C. Policy: Smoking: M Breitenmoser/S Wedemeyer/C to approve the policy as revised.

D. Policy: Loaning A-V Equipment: M Meehean/S Gilk/C to approve the policy as revised.

E. Policy: Memorial Books: M Meehean/S Yelle/C to approve the policy as revised.

F. Policy: Confidentiality of Patron Records: M Meehean/S Breitenmoser/C to approve the policy as revised.

G. Strategic Plan Progress Goal #6: Ms. Stevens presented staff progress on goals and objectives.

H. Trustee Essential #27-Trustee Orientation and Continuing Education: Ms. Stevens provided copies of Trustee Essential #27.

I. Reports from Friends/WVLS Representative: Ms. Sauer, Lincoln County's representative on the Wisconsin Valley Library Service Board, introduced herself. She briefed the board on the role of the WVLS board in promoting library services and shared observations from her service on the WVLS board. Ms. Sauer remarked that in her work with the WVLS Board, T.B. Scott Free Library was held in high regard. Ms. Sauer was thanked for her work on the WVLS Board.

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

- November Statistical Report was presented. Revised statistics for August, September and October were presented. The revised statistics accurately reflect the breakdown of facility use for library programs, meetings and other patron activity.
- A moderated deliberation with local citizens coordinated through WIPPS (Wisconsin Institute of Public Policy & Service) on the first of three topics critical to America's 21st century economic prosperity (health care policy) was held earlier this month. Forums in January and February will focus on federal budget priorities and citizen personal economic security respectively. In addition, a community volunteer began this month to host a weekly current events discussion group at the library, for which the library is providing space and promotional support.

- Numerous holiday programs for youth are happening in the next few weeks. Legos donated by the Friends will be featured in Youth Services programs and drop-in activities.
- 1<sup>st</sup> Grade Orientation tours scheduled in January.
- In conjunction with city-wide Winterfest activities January 30<sup>th</sup>, Ron Behm will bring in a dog cargo sled to be displayed on the second floor, as well as provide an evening program. Also, the Library is hosting a cookbook exchange during Winterfest.
- Looking into 2016, programs have been scheduled for tax assistance, Adult Winter Read-In, and ACA Health Insurance Marketplace Registration.
- Ecommerce will be available January 1<sup>st</sup> for library patrons through the online catalog to pay fines/fees of \$3.00 or more.
- Ms. Stevens spoke with Mr. Bliese and sent him written information regarding the solar energy project for the library. Mr. Geisler is speaking with representatives from Church Mutual. Board members directed Ms. Stevens to continue pursuing conversations with local businesses for partnerships with this project, advising that partial funding of the project be included in the conversations.
- Ms. Stevens will be proctoring at Church Mutual; she plans to stay connected to the library through remote access during the time out of the building.
- Members of the Tomahawk Public Library Board will meet with former Library Director Bea Lebal, Endowment Fund Chair Richard Mamer and Ms. Stevens at 2:00 p.m. on January 20<sup>th</sup> to answer questions regarding the history and technicalities of setting up an endowment fund. It is likely that Tomahawk Board members will attend our board meeting to ask additional questions.
- Draft letter outlining the 125<sup>th</sup> Anniversary Celebration of library service in Merrill was given and discussed.
- The annual holiday letter, including a library endowment fund donation card, has again been sent.
- A member of the staff, Mary Weege, is retiring in January after 27 years of service to the library.

**5. Adjournment:**

The meeting adjourned at 5:00 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on January 20<sup>th</sup> at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary