

T. B. Scott Free Library Board of Trustees
REGULAR MEETING
May 18th, 2016
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, D'Lacey Haight, Richard Mamer, Tim Meehean, Jim Wedemeyer and Vickie Yelle. Also present: Don Litzer and Nick Wszalek (-4:30).

Two items of correspondence were received: a thank you for contributions to the Hanging Basket Project from the Merrill Area Chamber of Commerce Foundation; and a letter from Katie Livingston on behalf of the Wisconsin Music Teachers Association thanking the library for the use of the community room and the piano. There was no public comment.

2. Consent Items

M Meehean/S Wedemeyer/C to approve the minutes of the March meeting as printed. M Meehean/S Mamer /C to accept the Monthly Revenue and Expense Report for March and April as printed.

3. Reports/Discussion Items/Action Items

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

B. Building and Grounds Report: Mr. Wszalek reviewed outstanding projects and outlined upcoming plans which are addressed in the library capital planning document. Updates on the status of lights in the ceiling of the master stairwell, tuckpointing, the status of water accumulation at the base of the elevator shaft, and floats in the well in the staff parking lot were given. M Bebel/S Gilk /C to approve an amount up to \$10,575 from the Endowment Fund for the library landscaping project which includes retaining wall & brickwork surrounding the generator and other landscaping around the building. Mr. Wszalek was directed to obtain at least 2 prices quotes on the project.

Mr. Geisler is in contact with Church Mutual regarding the solar project. Roof replacement as it pertains to the solar project was discussed and will be a consideration as the project progresses.

C. Review of 3-5 Year Capital Plan: Ms. Stevens reviewed the 3-5 Year Capital Improvement Plan. Discussion included the repair versus replacement of the blacktop surface in staff parking lot & maintenance and upkeep of the Scott Mausoleum.

D. Policy: Personnel: M Meehean/S Yelle/C to approve the policy as revised. The board was appraised that Mr. Wszalek is a salaried employee on the City of Merrill salary schedule.

E. Strategic Plan Progress-Goals #4 and #5: Ms. Stevens presented staff progress on goals and objectives.

F. Trustee Essential #4-Effective Board Meetings & Trustee Participation: Ms. Stevens provided copies of Trustee Essential #4.

G. Reports from Friends/WVLS Representative: The Friends of the Library's spring booksale was successful. There was no report from the WVLS representative.

4. Forthcoming Events & Library Director Report

- March and April Monthly Statistical Reports were provided.
- Summer Library Programs for youth, teens and adults are beginning soon.
- Ms. Stevens, Ms. Schuster, Ms. Martinson & Mr. Gilk will be touring Lincoln Hills next week to discuss collaborative efforts.
- Ms. Stevens participated on a panel at the WiscNet Future Technologies Conference. Mr. Litzer attended the Wisconsin Association of Public Library's convention.
- State Representative Mary Czaja is holding office hours at the library in the upcoming months.

5. Adjournment:

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

Stacy D. Stevens, Secretary