

**T. B. Scott Free Library Board of Trustees**  
**REGULAR MEETING**  
**August 17<sup>th</sup>, 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, Richard Mamer, and Jim Wedemeyer (4:05-). Excused: D'Lacey Haight, Tim Meehean, and Vickie Yelle. Also present: Don Litzer (4:03-), Maryann Stroinski and Matthew B. from MP3.

There was no correspondence.

There was no public comment.

**2. Consent Items**

M Mamer/S Breitenmoser/C to approve the minutes of the August meeting as printed. M Breitenmoser/S Bebel/C to accept the Monthly Revenue & Expense Report for August as printed.

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

**A. Conflict of Interest Policy & Statement Review:** M Gilk/S Mamer/C to retain the policy without changes. A signed statement from Board members will be kept on file with the library director.

**B. Adult Office Remodel Request:** Board members received information in their packet including an overview of the project and quotes from 4 vendors for this project. Ms. Stevens discussed the unique requirements for this multi-use office and archival storage room. Detailed quotes from each vendor were available for review at the meeting. M Gilk/S Bebel/C to approve \$19,499 from Endowment Funds for the adult office remodel as presented.

**C. Policy: Personnel:** M Mamer/S Gilk/C to approve the policy as revised.

**D. Friends of Council Grounds Survey Request:** M Wedemeyer/S Breitenmoser/C to approve the placement of a display and ballot box for a photo contest for the Friends of Council Grounds both this year and going forward annually.

**E. Strategic Plan Progress-Goals #2:** Ms. Stevens presented staff progress on goals and objectives.

**F. Trustee Essential #7-The Library Board and Library Personnel:** Ms. Stevens provided copies of Trustee Essential #7.

**G. Reports from Friends/WVLS Representative:** The Friends had a book sale in conjunction with the Library's booth downtown for Crazy Daze—however, due to rain, the following day they had an impromptu sale in the staff parking lot. A copy of the WVLS Directors report for August was provided. Ms. Stevens had provided a brief report on the Public Library System Redesign Project in the board packet. The WVLS Directors report provided more information on this project.

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

- July Statistical Report was presented.
- Information was provided on an investigation in Manitowoc regarding library services.
- The library recently acquired the Wistein Funeral Home books funded by a private donor and the North Pines Genealogy Group. Both entities were very appreciative of the assistance Mr. Litzer provided in obtaining the books. The board was pleased with the donation but voiced concerns regarding public use of these documents. Mr. Litzer will follow up on these concerns.
- The City of Merrill recently passed an ordinance regarding compensation for citizen members of committees. The library board is not compensated.
- A follow-up from last month's meeting regarding Lincoln County's liability coverage of committees: Mr. Marlow indicated that the county's general liability coverage through Wisconsin County Mutual Insurance Corporation covers county board representatives.
- Labor Day is coming up and we will be resuming winter hours, which include Sundays.

- Library staff will be promoting library services at the upcoming MAPS Teacher Orientation.
- Fall Storytimes will begin September 10<sup>th</sup>.
- A document providing an analysis of Lincoln County funding over time was presented. This document was given to Dan Leydet at Lincoln County in advance of the next Lincoln County Finance meeting the library was asked to attend. Ms. Unertl and Mr. Johnson at the City were also given copies.
- Community Night Out was cancelled due to rain but the library outreach department has been maintaining a presence at Gazebo Nights, and had a downtown booth at Crazy Days.
- Landscaping work including replacement of bushes and pruning and cutting back shrubs and trees is being completed. Mr. Bebel indicated that staff should inspect the roof following the weather issues of the last few weeks. He also reminded the staff of routine elevator inspection process and need to review parking lot blacktop maintenance schedule.
- As mentioned at the last board meeting, the library is a Pokémon GO PokéStop, more people than usual have been noted on library grounds after hours. Library staff have noted more garbage on library property as a result. Staff are investigating the possibility of placing a garbage receptacle on library property, and consulting with the Street Department regarding types of receptacles and use and maintenance issues/concerns.
- The first collaborative program with the Interactivity Foundation, WIPPS and the library, scheduled for October 18<sup>th</sup> will be: "Constructing the Future of Greater Merrill: A Community Discussion." Board members indicated that civic discussion regarding the future of libraries would also be worthwhile, at the board level and/or with the public.
- As a result of the initial success of the Lincoln Hills book club, LSTA grant opportunities are being explored to support it.
- Mr. Geisler has not had any further contact from Church Mutual regarding the solar project. The library board would like to see the project advance, and directed discussion of a timeline for project completion to be included on the next board meeting agenda.

**5. Adjournment:**

The meeting adjourned at 5:00 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on September 21<sup>st</sup> at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary