

**T. B. Scott Free Library Board of Trustees**  
**REGULAR MEETING**  
**March 20<sup>th</sup>, 2013**

**Minutes**

**1. Opening**

Vice-President Gene Bebel 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, Chris Malm and Vickie Yelle. Absent (ex.): Mike Geisler, Richard Mamer, Tim Meehean and Jim Wedemeyer. Also present: Don Litzer (4:02-), Mike Schroeder (-4:30) and Ricky S. from MP3.

Correspondence received: a thank you letter from Jeannal Diagostine for the Memorial Book Donation in memory of her husband George, and a letter requesting contributions to the Hanging Basket Project from the Merrill Area Chamber of Commerce Foundation. Staff are donating the proceeds from April "Casual Friday" donations; the board approved by consensus to fund the remainder of a pole donation from endowment funds.

There was no public comment.

**2. Consent Items**

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

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

A. Job Description-Reference and Information Services Coordinator: Ms. Stevens presented the revised job description.

B. 3 Year Capital Improvement Plan Review: Ms. Stevens reviewed the current 3-Year Capital Improvement Plan.

C. Building and Grounds Update and Requests: Mr. Schroeder was present to answer any questions regarding the requests for building and grounds projects. M Gilk/S Yelle/C to approve the requests presented for an amount not to exceed \$22,186.75 from Endowment Fund monies.

D. Library Retirement Event Request: M Malm/S Gilk/C to approve an amount not to exceed \$550 from the Endowment Fund for Ms. Hertel's retirement party. Attendees will pay for beverages.

E. Long Range Planning Process Outline: Ms. Stevens presented a draft outline of the Long Range Planning Process. Previous plans and new possibilities were discussed. Staff members will be conducting library site visits in the upcoming months.

F. Reports from Friends/WVLS Representative: The Friends of the Library annual meeting is scheduled for April 30<sup>th</sup> at 6:30 p.m., featuring a lighthearted program entitled: "Hotdishes, Hotflashes & Hotpads" with Janet Letnes Martin. The Friends are having their spring book sale April 25<sup>th</sup>, 26<sup>th</sup>, and 27<sup>th</sup>. There is no WVLS report at this time.

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

- National Library Week is April 14<sup>th</sup> - 20<sup>th</sup>. Food for Fines will again be conducted during that week.
- Upcoming National Library Week Adult programs: A Whole Which is Greater: Examining the 2011 Wisconsin "Uprising", with board member Paul Gilk and other contributors, and a gaming program, Boldly Go Games. March 17<sup>th</sup> Writers Among Us program was a success.
- Upcoming special Family Storytime to be presented at 10am on March 27<sup>th</sup> coinciding with spring break.

**5. Adjournment:**

The meeting adjourned at 4:55 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on April 17<sup>th</sup> at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary