

T. B. Scott Free Library Board of Trustees
REGULAR MEETING
May 21st, 2014

Minutes

1. Opening

President Mike Geisler called the Regular Meeting of the Board of Trustees to order at 4:05 p.m. in the Library Board Room. Present: Gene Bebel, Katie Breitenmoser, Paul Gilk, Kyle Reimann, Jim Wedemeyer and Vickie Yelle. Excused: Richard Mamer and Tim Meehean. Also present: Jacob S. from MP3.

Several items of correspondence were received. A thank you letter was received from Emily Pfingsten and family for the Memorial Book donation in memory of Elroy Pfingsten, a former library employee. Also received was a certified copy of the Order for the Petition for Appointment of Trustees and Termination of Trust in the matter of Thomas B. Scott, Jr.'s last will and testament. An acknowledgement of the donation to the Hanging Basket Project from the Merrill Area Chamber of Commerce Foundation was also received.

There was no public comment.

2. Consent Items

M Bebel/S Reimann/C to approve the minutes of the April meeting as printed. M Gilk/S Bebel /C to accept the Monthly Revenue and Expense Printouts for April as printed.

3. Reports/Discussion Items/Action Items

A. July 5th Library Hours: M Wedemeyer/S Breitenmoser /C to close the library on Saturday, July 5th. Staff members were instructed to provide adequate notification to the public of the closing.

B. Animals in the Library: Policy Review: M Reinmann/S Breitenmoser /C to approve the policy as presented.

C. Fax Machine: Policy Review: M Gilk/S Reinmann /C to approve the revised policy as presented.

At this point of the meeting, a brief recess was taken so Eros, the Merrill Police Department's new K9 officer, could be introduced to the Board Members.

D. Review and Approval of Recurring Publicity: Ms. Stevens presented a report and proposal regarding past, current, and recommended library publicity, promotional advertisements, events and initiatives. M Bebel/S Gilk /C to approve \$5,000 yearly from the Endowment Fund for the provision of library publicity and promotion; the board will be provided periodic updates as to expenditures from this allocation. Among promotional opportunities presently under consideration is a web video marketing campaign by the City of Merrill, currently in the development phase; the Board directed library staff to research promotional initiatives with other agencies in Merrill and Lincoln County.

E. Update to Wisconsin Statutes Chapter 43: Ms. Stevens reviewed the update to Wisconsin Statutes Chapter 43 reflecting changes resulting from the passage of 2013 Wisconsin Act 157. A summary of 2013 Wisconsin Act 157, including its impact on area libraries, was provided.

F. Request to Participate in Once Upon a Book Drive: M Gilk/S Reinmann /C to approve the library's participation in Once Upon a Book Drive organized by Supporting Families Together Association.

G. Strategic Plan Progress-Goals #5: Ms. Stevens presented staff progress on goals and objectives. Progress on the Strategic Plan is presented monthly on an ongoing basis.

H. Trustee Essential #10-Developing Essential Library Policies: Ms. Stevens provided copies of Trustee Essential #10. Discussion ensued regarding policy review frequency, as well as addressing situations that require reconsideration of policies.

I. Reports from Friends/WVLS Representative: The Friends of the Library annual meeting had an attendance of approximately 100. The Friends spring book sale was successful. There was no report at this time from the WVLS Representative.

4. Forthcoming Events & Library Director Report

- Summer Library Programs for both Youth and Adult begin soon. Board members were given flyers for Youth Services Summer Events. MP3 recently produced a video for the library promoting the summer program to be used by local schools--this is the second year of using video to promote SLP to the schools instead of in-person staff visits.
- Ms. Stevens has begun the 2015 budget process, based on direction from the City of Merrill and Lincoln County.
- Two minor corrections were made to the February and March statistical reports, as staff become familiar with the new format.
- The April statistical report was presented. Staff members are enthusiastic about the new format's enhanced content and emphasis.
- Ms. Stevens provided board members with a final written report of the 2014 Food for Fines program.
- Ms. Stevens reported from her attendance at the ProjectWIN meeting the previous day, including a review of progress to this point and an initial budget. Discussion by attendees focused on some of the "hot points" of the potential merger-staffing, additional content not in initial budget, material volume, and loan rules. From here, project leadership will meet in June and July and provide a recommendation. If their recommendation is to proceed with the project, a vote by member libraries will occur in August.
- Ms. Stevens has a meeting set in June with staff from the Wisconsin Department of Corrections. Numerous interested parties have also indicated their desire in attending the meeting.
- Board members received a copy of 2013 Cost Per Circulation of Wisconsin Valley Library System libraries. These figures are used when requesting Cross-County borrowing reimbursement.

5. Adjournment:

The meeting adjourned at 5:17 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on June 18th at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary