

**T. B. Scott Free Library Board of Trustees**  
**REGULAR MEETING**  
**May 20<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: Gene Bebel, Katie Breitenmoser, Paul Gilk, Richard Mamer, Tim Meehean and Jim Wedemeyer. Excused: Kyle Reimann and Vicki Yelle. Also present: Mike Schroeder (-4:35) and Dave Johnson.

A thank you letter was received from North Pines Genealogy Group for the funding of a Scan-Pro microfilm machine for the local history and genealogy room. A letter was received from The Merrill Area Community Enrichment Center thanking the library for providing support through advertising in their directory. 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 Breitenmoser/C to approve the minutes of the April meeting as printed. M Meehean/S Mamer /C to accept the Monthly Revenue & Expense Report for April as printed.

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

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

B. Consideration of Combining City Hall Maintenance & Library Maintenance Supervisor Positions: Ms. Stevens and Mr. Johnson discussed the opportunities and challenges identified with the combining of these positions. M Meehean/S Bebel/C to combine the City Hall Maintenance and Library Maintenance Supervisor Position utilizing the City of Merrill pay scale for the position and to hire an additional 680 hour/year maintenance aide position in addition to increasing the hours of each of the current 2 maintenance aides to 680 hours/year. The board directed to place the library salary schedule for discussion on the next board agenda.

C. Statement of Work Document for LINC (Lincoln County Internetworking Consortium): Ms. Stevens updated the board that all entities listed in the document have secured funding and she will be signing the document with the approved funding.

D. Policy Review: Donations: M Meehean/S Mamer /C to approve the policy as presented.

E. Policy Review: Displays, Exhibits, Posting and Distribution of Materials: M Breitenmoser/S Bebel /C to approve the policy as presented.

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

G. Trustee Essential #20-The Library Board and Building Accessibility: Ms. Stevens provided copies of Trustee Essential #20.

H. Reports from Friends/WVLS Representative: The Friends are planning a booksale for Crazy Daze. There was no report from the WVLS Representative.

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

- April Statistical Report was presented.
- 2015 final Food for Fines report was presented.
- Copy of the flyer for the Youth Summer Library Program was presented. 3<sup>rd</sup> year of Youth Summer Library promotion to schools being presented in a video/online format. Printed handouts were sent to schools for those children whose parents have indicated print notifications only-all other youth have flyer included in school email notifications to parents.
- Ms. Stevens attended the spring WAPL Conference and shared several recent reports/studies done on library usage-the State of America's Libraries-American Libraries,

Rising to the Challenge-The Aspen Institute, Ebook usage in the U.S. Public Libraries-Library Journal, The Next Library and the People Who Will Use It-PEW Research Center.

**5. Adjournment:**

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

Stacy D. Stevens, Secretary