

T. B. Scott Free Library Board of Trustees
REGULAR MEETING
November 18th, 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: Katie Breitenmoser, Paul Gilk, D'Lacey Haight, Tim Meehean, Jim Wedemeyer and Vicki Yelle. Excused: Richard Mamer. Also present: Aliyah P. from MP3, Don Litzer (4:10-), Sue Hass and Nick Wszalek.

The board received a thank you letter from the family of former long-time library employee Dorothy Peters for the memorial book donation in her memory.

There was no public comment.

2. Consent Items

M Meehean/S Yelle/C to approve the minutes of the October meeting as printed. M Meehean /S Gilk/C to accept the Monthly Revenue & Expense Report for October.

3. Reports/Discussion Items/Action Items

A. Solar Energy Design and Installation Proposal Discussion: Mr. Peck of Northwinds Renewable Energy provided information via email in response to questions raised at the October board meeting. Board members were provided this information in their packet. Ms. Stevens has been in contact with WPS regarding grants and other possible partnerships. Ms. Stevens presented a draft letter addressed to Mr. Bliese, representing the Bierman Foundation, inviting him to discuss the project. Mr. Gilk suggested that a partnering opportunity with Lincoln County may develop as they pursue alternative energy projects with the renovation of Pine Crest Nursing Home. Ms. Stevens will continue to update the board on progress.

B. 2015 & 2016 Budget Update: In the recently passed final City of Merrill 2016 budget, personnel costs were lower than expected, principally due to insurance. Personnel costs in 2015 were also lower than projected. This resulted in funds to be reallocated into other budget line items for both 2015 and 2016. Ms. Stevens presented a written proposal for reallocation. By consensus, the board approved the 2015 recommendations. M Meehean/S Breitenmoser/C to approve the recommendations for reallocation as presented for 2016. Ms. Stevens will contact City Finance Director Unertl regarding the feasibility of creating of a non-lapsing fund for the purpose of assisting in covering health care insurance costs, in the event that circumstances involving employees who had been declining coverage create an immediate budgetary impact.

C. Programming Proposal and Renewal: Ms. Stevens presented a brief statistical review of recent Words Worth Hearing programming. Building on the success of the current programming arrangement, Ms. Stevens requested that an additional event coordinator be retained to provide programming in conjunction with library staff. M Gilk/S Meehean/C to approve \$2,500 from Endowment Fund monies for the production of ten events by Christine Vorpapel and \$2,500 from Endowment Fund monies for the production of ten events by Sue Hass.

D. Building & Grounds: Shared Purchasing of Equipment Discussion: Mr. Wszalek requested permission to purchase tools for his use both at the library and City Hall. City Administrator Johnson has given his approval of the joint purchase of equipment. M Meehean/S Gilk/C to approve a one-time joint purchase of equipment/small hand tools—specifically, a trimmer/hedger/edger, Craftsman tool set, combination cordless tool set, and miter saw & stand. This equipment will be available for use by the Library and at City Hall at the sole discretion of the maintenance supervisor.

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

F. Trustee Essential #26-The Public Library System Board: Ms. Stevens provided copies of Trustee Essential #26.

G. Reports from Friends/WVLS Representative: At the November Friends meeting, funding was approved for decoration of a tree at the O'Tannenbaum Tour and Legos for Youth Services programming. They also approved funding for bookmarks and book bags to be used for 1st & 3rd

grade visits as well as during Read Across America Week. The WVLS Directors Report from the November 14th meeting of the WVLS Board of Trustees was presented. There was discussion about two recent legislative matters noted in the report relating to libraries.

4. Forthcoming Events & Library Director Report

- October Statistical Report was presented. We were notified by WVLS that in June and July, online renewals were incorrectly accounted for. Statistical reports for June through September 2015 were presented that reflect statistics revised after this error correction.
- A local business's Facebook page was highlighted after posting a glowing report of the library's 3D printer producing a knob for one of their espresso machines that works better than the original.
- The Tomahawk Public Library Board requested a meeting, at the board's convenience, to discuss the start of an endowment fund at the Tomahawk Library. Board members directed Ms. Stevens to invite former Library Director Bea Lebal and Endowment Fund Chair Richard Mamer to meet with Tomahawk board members, as it was agreed they would best answer questions regarding the history and technicalities of setting up an endowment fund. The board, of course, expressed their willingness to meet with the Tomahawk board if deemed appropriate.

5. Adjournment:

The meeting adjourned at 4:55 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on December 16th at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary