

T. B. Scott Free Library Board of Trustees
REGULAR MEETING
April 19th, 2017
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, Audrey Huftel, Richard Mamer, and Tim Meehean. Excused: Jim Wedemeyer. Also present: Don Litzer, Pa Thao and Henry G. from MP3.

Two items of correspondence were received: a letter from the Merrill Area Enrichment Center thanking the library for their ongoing support through advertising in their newsletter; and a letter from Katie Livingston on behalf of the Wisconsin Music Teachers Association thanking the library for use of the community room and the piano.

There was no public comment.

2. Consent Items

M Breitenmoser/S Meehean/C to approve the minutes of the March meeting as printed. M Meehean/S Mamer/C to accept the Monthly Revenue and Expense Report for March as printed.

3. Reports/Discussion Items/Action Items

A. Solar Project Update: Ms. Stevens gave an update on roofing progress. The solar installation will begin once the roof is completed, plans are still favorable for completion by end of April. Discussion included a recognition event planned for the completion of the solar project and invitation list suggestions. Ms. Stevens was directed to plan an event. The public educational area in the lobby is under design.

B. Conflict of Interest Policy Review: M Meehean/S Breitenmoser/C to retain the policy without changes. A signed statement from Board members will be kept on file with the library director.

C. Building and Grounds Report: M Breitenmoser/S Meehean/C to approve the minutes of the March 31st Building and Grounds Committee.

Merrill City Council approved a 2017 budget amendment for the replacement of the lighting panel as previously discussed.

The staff parking lot pavement project is tentatively scheduled for June. This project will be funded by a combination of 2017 City Capital and Library Endowment funds approved in November 2016.

D. Motion to convene in Closed Session: Mr. Meehean moved to convene in Closed Session as permitted by Wisconsin Statutes Section 19.85(1)(c)—Considering employment, promotion, compensation or performance evaluation of any public employee over which the Board has jurisdiction or exercises responsibility—to evaluate the library Director. The motion was seconded by Mr. Bebel and carried on a 9-0 roll call vote. The board went into closed session at 4:30.

E. Motion to Reconvene in Open Session: Mr. Meehean moved to reconvene in open session at 4:40 p.m. The motion was seconded by Mr. Gilk and carried 9-0 on a roll call vote. M Bebel/S Breitenmoser/C to approve the favorable evaluation of the library director.

F. Strategic Plan Progress-Goals #4: Ms. Stevens presented staff progress on goals and objectives.

G. Wisconsin Trustee Essential #13-Library Advocacy: Ms. Stevens provided copies of copies of Trustee Essential #13.

F. Reports from Friends/WVLS Representative: At the March Friends of the Library meeting, the Friends purchased several Lego and Lego Duplo sets for use in the Youth Services Department. A copy of the WVLS Directors report for March was provided. A copy of the 2016 WVLS System Information and Public Library Statistics was provided and several areas were highlighted. Copies of this report will be given to City Council members and County Board members. Mr. Gilk suggested that Ms. Stevens provide a report at an upcoming County Board meeting.

4. Forthcoming Events & Library Director Report

- March Monthly Statistical Report was provided.
- Mr. Litzer recently submitted his retirement notice.
- National Library Week and Food for Fines was last week. This year \$320.85 in fines were waived as a result of this program.
- Building Merrill Together programming series continues to be well attended. Facilitator training sessions are scheduled for April 29th and May 6th.
- Youth Services is in the midst of planning for summer. Programs have been booked and letters are being sent to secure program sponsorship.
- Book Club programming continues at Copper Lake School and library staff are assisting Lincoln Hills staff explore Minecraft programming.

5. Adjournment:

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

Stacy D. Stevens, Secretary