

**T. B. Scott Free Library Board of Trustees**  
**REGULAR MEETING**  
**April 18<sup>th</sup>, 2018**  
**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, Paul Gilk, Audrey Huftel and Tim Meehean. Excused: Katie Breitenmoser, D'Lacey Haight, Richard Mamer and Jim Wedemeyer. Also present: Laurie Ollhoff, John Greenwood (-4:50) and Geoffrie L. from MP3.

There was no correspondence.

There was no public comment.

**2. Consent Items**

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

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

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

B. Long Range Planning Process Outline: Ms. Stevens presented an outline for the Long Range Planning Process for 2019-2023. Two main areas of focus have been identified: 1) the need to assess the utilization of space within the library and 2) the need to assess the utilization & capacity of the staff. Ms. Stevens provided several options to consider in the assessment, data gathering and community input processes of the plan: the use of staff versus the use of outside consultants or a combination of both. The next step will be staff visits to other libraries with similar staffing, square footage and service populations.

C. Quarterly Contract Review-John Greenwood: Mr. Greenwood gave a summary of his work plan progress including goals, actions and activities. Board members have been provided monthly task logs and a copy of the work plan. Board members suggested attempting to identify and quantify data points to determine success of the programming initiative. Both numerical and goal based factors need to be assessed.

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

E. Trustee Essential #24-Library Friends and Library Foundations: Ms. Stevens provided copies of Trustee Essential #24.

F. Reports from Friends/WVLS Representative: The Friends of the Library have a booksale starting tomorrow. A copy of the March WVLS Directors Report, February PLSR highlights and 2017 System Information and Public Library Statistics were provided to all board members.

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

- March Monthly Statistical Report was provided.
- Upcoming programs in the Adult Department include a panel discussion on gun control and Poetry in the Park featuring the Wisconsin Poet Laureate. Recent programs have proved successful: over 50 attendees each at the Beekeeping 101 program and the collaborative program on opioid use, community support and recovery.
- Ms. Forde has been working closely with community partners for planning summer programming including soliciting program sponsors and having our library promoted on the MAPS webpage for summer offerings. A copy of our Summer Library Brochure was provided.
- Upcoming programs for Youth Services include: Snake, Rattle & Roll as the next Family Fun Night program and a program at Copper Lake School.
- Kid's Fest was surprisingly busy considering the weather, over 300 people were in attendance.
- Library's website platform will change in the near future.
- LED light conversion project is almost completed and the new front doors are set to be installed in the next week.

- Purge of inactive patrons included the waiver of over \$7,000 of outstanding fines/fees on selected records that have not been active since 2005 and before.
- Staff member Jo Henrichs, Outreach Coordinator, has resigned to take a position with the Merrill Housing Authority. We are working on hiring her replacement.
- Ms. Stevens applied for and was accepted to present a workshop at the 2018 Annual Energy Fair in Custer, Wisconsin, on our library's solar installation. The program format will likely be a panel discussion.

**5. Adjournment:**

The meeting adjourned at 5:10 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on May 16<sup>th</sup> at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary