

T. B. Scott Free Library Board of Trustees
REGULAR MEETING
May 16th, 2018
Minutes

1. Opening

Vice-President Gene Bebel called the Regular Meeting of the Board of Trustees to order at 4:05 p.m. in the Library Board Room. Present: Katie Breitenmoser, Paul Gilk, D'Lacey Haight, Audrey Huftel, Richard Mamer (4:15-) and Tim Meehean. Excused: Mike Geisler and Jim Wedemeyer. Also present: Laurie Ollhoff and Reuben K. from MP3.

There was no correspondence.

There was no public comment.

2. Consent Items

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

3. Reports/Discussion Items/Action Items

The Vice-President requested a change in order of the agenda. The order to change was approved by consensus.

A. Discussion of County Appointments to Municipal Library Boards: Ms. Stevens reviewed the Wisconsin State Statute 43.60 which addresses county representation on municipal library boards based on percentage of municipal annual sum appropriations. Mr. Gilk, Ms. Stevens and Lincoln County Board Chair Robert Lee met in early May to review this issue. The library board gave no direction to pursue this issue any further. Mr. Gilk stated that he wished to investigate this issue as a county representative on the library board. The library board's response was that Mr. Gilk could pursue as he wished but that the library board and library director would not pursue further action.

B. Endowment Fund: Review of Form 990 EZ: M Meehean/S Breitenmoser/C to approve the form as presented.

C. 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.

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

E. Trustee Essential #25-Liability Issues: Ms. Stevens provided copies of Trustee Essential #25.

F. Reports from Friends/WVLS Representative: The Friends of the Library have a booksale starting tomorrow.

4. Forthcoming Events & Library Director Report

- April Monthly Statistical Report was provided.
- Summer Library Program Theme-Library Rocks-for both adult and youth will be starting soon. Youth Services staff will be visiting Washington and Jefferson schools promoting summer events while Trinity school youth have been given updates here at the library. New Summer Library Program sponsors include: Weinbrenner Shoes, Wisconsin Public Service and Lincoln Windows.
- Lincoln Hill's program visit scheduled in June-delayed in May due to staff changes.
- Ms. Breitenmoser and Ms. Stevens will be presenting on a workshop panel about T.B. Scott Free Library's solar project at the Custer Energy Fair on June 16th.
- Building Merrill Together and Family Fun Night programming initiatives continue to be successful with many in attendance.
- Ms. Stevens shared an email from Ms. Unertl regarding the interest of the library to have livestreaming equipment placed in the board room and/or community room at the library for the public to view city meetings via the city website portal. Brief discussion on current

status of MP3's filming of meetings and who would be responsible of controlling the equipment. Ms. Stevens was directed to contact the High School's MP3 contact and report back to the board.

- Ms. Stevens provided a library orientation to new Merrill Mayor-Derek Woellner. Mayor Woellner commended the library's work on our Long Range Plan and corresponding address of Goals and Objectives related to the plan.
- Ms. Stevens, Ms. Ollhoff and Ms. Maerz attended the Wisconsin Association of Public Libraries conference in Pewaukee earlier in the month.
- Several windows in the new addition have broken seals. Lincoln Wood was contacted and immediately came over to assess. They have offered to replace the affected windows and sashes. The library will provide installation. Mr. Wszalek will work with other city departments to coordinate the use of a lift by multiple entities to share the cost for lift rental. The shrubbery to the north of the building is at end of life, Mr. Wszalek is pursuing options.

5. Adjournment:

M Meehan/S Haight/C to adjourn the meeting at 5:15 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on June 20th at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary