

**T. B. Scott Free Library Board of Trustees**  
**REGULAR MEETING**  
**October 17<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, Katie Breitenmoser, Darcy Dalsky, Paul Gilk, Audrey Huftel, and Tim Meehean (-5:00). Excused: Richard Mamer and Jim Wedemeyer. Also present: Laurie Ollhoff and Carl D. from MP3.

The board received a thank you letter to the Endowment Fund from UW-Extension for approving ongoing support for the After the Bell Program. A thank you note was received from Haven for the donation of extra refreshments from a library event. Also received was a thank you letter from the State of Wisconsin-Department of Workforce Development for the use of a meeting room for a recent presentation. The Community Food Pantry of Merrill sent the staff a thank you for their recent donation of staff "Casual Friday" funds, copies of donation receipts are kept on file with the director.

There was no public comment.

**2. Consent Items**

M Meehean/S Breitenmoser/C to approve the minutes of the September meeting as printed.

M Meehean/S Huftel/C to accept the Monthly Revenue and Expense Report for September as printed.

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

A. Memorandum of Understanding with MAPS/PRMS: Ms. Stevens shared the document "Memorandum of Understanding-Evacuation" between MAPS/PRMS and the library for the purpose of temporary shelter. Discussion followed related to our response should PRMS go into "Lock-Down" and the potential need to have a policy/procedure in place for this or similar situations. Ms. Stevens will discuss with MAPS staff and report back to the board.

B. Long Range Plan-Wisconsin Public Library Standards/Mission and Vision Statement: Ms. Stevens reviewed plan progress to date. The Community Input session arranged by staff and facilitated by Art Lersch, UW Extension-Area Extension Director, had fewer attending than anticipated, yet yielded valuable feedback. Staff input on the plan, also being solicited and compiled by Art Lersch, is due Friday. Summary reports from each group will be distributed at the next board meeting. A copy of the document "2013-2018 Strategic Plan Accomplishments" which was developed for and distributed at the Community Input session was given to board members.

A copy of the Wisconsin Public Library Standards was reviewed and the accompanying checklist was evaluated. A graph detailing our library's comparison data titled "Quantitative Standards based on Service Population" was provided and discussed. Library staff feel that program statistics should be incorporated into these standards and less emphasis given to physical holdings. Statistics on programming based on 2017 annual report data of our library and those of comparable libraries by service population was presented.

Several data compilations were presented to answer questions posed during discussion at the previous board meeting.

The current Mission and Vision Statement was reviewed. Ms. Stevens was directed to bring options to the next board meeting for discussion.

Ms. Stevens discussed the need to determine the level of staff and resource commitment that will be given to building space need assessments. The board directed further discussion on this topic at upcoming board meetings.

C. Update on Lincoln County Library Board Representation: Ms. Stevens, Mr. Geisler and Mr. Wedemeyer attended the October Lincoln County Administrative & Legislative Committee (A&L) meeting where the resolution was presented for consideration by the full County Board on the matter of opposing the appointment of additional members to both T.B. Scott and Tomahawk Library Boards. The A&L Committee approved forwarding the resolution to the full County Board. Board members were encouraged to attend the November Lincoln County Board meeting.

D. Status of Church Property: Board members remain concerned about potential uses of the building as it relates to the shared parking lot. Ms. Stevens has been in contact with City officials and MAPS Administration requesting that the library be included in any discussions that may take place regarding this property. Ms. Stevens is not aware of any developments regarding the property.

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

F. Trustee Essential #3-Bylaws-Organizing the Board for Effective Action: Ms. Stevens provided copies of Trustee Essential #3. A copy of the current bylaws were given. Should County representation on the Board change, our current bylaws will need to be updated for currency.

G. Reports from Friends/WVLS Representative: The Friends will be having their regularly scheduled book sale at the end of October. A reception recognizing the Friends for their support is scheduled for the Thursday evening of the sale. A copy of the WVLS Directors report for September was provided.

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

- September Monthly Statistical Report was provided.
- Our collaboration with Lincoln Hills is currently suspended but library staff remain supportive during this transitional time for that institution.
- Ms. Stevens and Ms. Ollhoff will be attending the annual Wisconsin Library Association Conference in La Crosse next week.
- A recent press release was shared regarding the collaborative project initiated by the League of Women Voters which provides voter education & voter registration assistance materials to our library.
- All day City budget meeting on Friday. A capital project for replacement of the leaking control valves of the heating system will be included for consideration. Several valves have been replaced out of the current operating budget due to failure.
- Maintenance staff will conduct their yearly fall inspection of the building.
- September Task Log for John Greenwood was provided.
- A copy was distributed of a news broadcast "The Nicest Places in America-2018" featured on Good Morning America; of interest was the mention of a library as one of the featured places.

#### **5. Adjournment:**

M Bebel/S Breitenmoser/C to adjourn the meeting at 5:25 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on November 21<sup>st</sup> at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary