

**T. B. Scott Free Library Board of Trustees**  
**ANNUAL MEETING**  
**January 16<sup>th</sup>, 2019**

**Minutes**

**1. Opening**

President Mike Geisler called the Annual 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, Richard Mamer, and Tim Meehean. Excused: Jim Wedemeyer. Also present: Laurie Ollhoff and Tyler H. from MP3.

A thank you note was received from Mrs. Schwartz. Trinity Church's Open Hearts Committee sent their thanks to the staff for the Casual Friday donation to the Food Pantry. Casual Friday donation receipts are kept on file with the library director. The Merrill Enrichment Center sent a thank you for our continued advertising in their monthly newsletter.

There was no public comment.

**2. Election of Officers**

All officers have agreed to serve for another year. There were no nominations from the floor. M Meehean/S Gilk/C to approve the incumbent officers for 2019. Officers include: President, Mike Geisler; Vice-President, Gene Bebel; and Financial Secretary, Richard Mamer.

**3. Consent Items**

M Meehean/S Breitenmoser/C to approve the minutes of the December meeting as printed. M Mamer/S Huftel/C to approve the Revenue & Expense Report for December as printed.

**4. Reports/Discussion Items/Action Items**

**A. 2018 Endowment Fund Report:** Mr. Mamer presented the report. M Bebel/S Meehean/C to approve the report. A document detailing the commitments made for 2019 Endowment Fund monies was reviewed. Mr. Mamer recommended that when he presents the mid-year Endowment Fund report, the library board continue the discussion of future commitments.

**B. Long Range Plan-Input Report and Preliminary Service Responses & Goals:** Ms. Stevens shared the summary report of input gathered from the community and staff compiled by Art Lersch. The current 2014-2018 Goals & Objectives document was presented. Preliminary Service Responses and Goals were presented for consideration. The board approved by consensus the presented Service Responses and Goals with minor edits. The identified goals with measurable objectives will be presented at the next board meeting.

In addition, a review of the Library's 3-5 year Capital Plan will be presented for review at the next board meeting. Board recommendation was made that the library goals take into consideration the City's Strategic Plan and that the library attempt to extend their outlook 20 years.

**C. 2019 Budget Clarification:** Ms. Stevens provided a clarification to the 2019 budget update document that was presented at the December meeting. The calculation for the M/R Contingency line was incorrectly calculated and the correct amount was highlighted.

**D. ADRC Meeting Fee Waiver Request:** M Bebel/S Meehean/C to approve a waiver of fees for the 6 scheduled events offered by the ADRC-Powerful Tools for Caregivers Program in March/April.

**E. Trustee Essential #:6-Evaluating the Director:** Ms. Stevens provided copies of Trustee Essential #6. City Administrator Johnson recently evaluated Ms. Stevens and the document was shared with Mr. Meehean-Chair of the Library Board Personnel and Finance standing committee.

**F. Reports from Friends and WVLS Representative:** The Friends provided funding for the purchase of Chamber Gift Certificates to be used as prizes for the Winter and Summer Adult Read-Ins.

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

- December Monthly Statistical Report was presented.
- Ms. Ollhoff will be attending this year's Library Legislative Day on February 12<sup>th</sup>.
- October and December Task logs for John Greenwood were provided.

- Newly elected Governor Evers and his executive team utilized a meeting room at the library January 11<sup>th</sup> during a visit to the area.
- Ms. Stevens is not aware of any developments regarding the Church property.
- Building Merrill Together series event last week-with programming at the Lincoln County Service Center.
- Ms. Forde partnered with Lincoln Hills staff to coordinate a performer to go to LHS in March.
- Ms. Forde has confirmed that Wausau Schools will commit to providing meals for our USDA Summer Food Service Program. Our plan at this time is to provide meals during the month of July as a pilot and work closely with community partners to ensure there is consideration for duplication of service and cross-promotion of activities.
- Big Brothers Big Sisters (BBBS) and the Youth Services Department jointly hosted their first program January 15<sup>th</sup>. 27 individuals attended the program.
- Staff will have CPR/AED training in late January.
- Tomorrow evening's Family Fun Nights: Birds of Prey is anticipated to be well-attended.
- New ArtShare exhibit is a traveling exhibit from the Wisconsin Veterans Museum-"Working Warriors".

**6. Adjournment:**

M Meehan/S Huftel/C to adjourn the meeting at 4:50 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on February 20<sup>th</sup> at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary