

T. B. Scott Free Library Board of Trustees
REGULAR MEETING
October 16th, 2019
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, Richard Mamer, and Tim Meehean. Excused: Jim Wedemeyer. Also present: Laurie Ollhoff and Tyler S. from MP3.

A thank you letter was received from Haven for the donation of extra refreshments from a library event. The board received a thank you letter to the Endowment Fund from UW-Extension for approving ongoing support for the After the Bell Program.

There was no public comment.

2. Consent Items

M Meehean/S Breitenmoser/C to approve the minutes of the September 18th meeting as presented. M Meehean/S Huftel/C to accept the Monthly Revenue and Expense Report for September as printed. Ms. Stevens indicated that invoices which include the library and other city departments on the same bill are included with the expense packet for review.

3. Reports/Discussion Items/Action Items

A. Space Needs Assessment Proposals: Updated proposals were received from two firms. Discussion continued regarding space needs study and need for architectural/engineering input and expertise. Board members reviewed the provided proposals and requested staff obtain more detail on pricing for portions of the studies.

B. Policy Review: Access to Public Records: M Breitenmoser/S Mamer/C to approve the policy.

B. Policy Review: School and Teacher Services: M Meehean/S Dalsky/C to approve the policy as revised.

B. Policy Review: Service Recognition for Individual Library staff or Board Members: M Meehean/S Huftel/C to approve the policy.

E. Building and Grounds Update: HVAC/Air Handling units that were approved as a 2019 City Capital Project are being shipped at the end of this week and expected to be installed in the upcoming weeks. Window and EFIS cleaning has been delayed due to the vendor but will be completed yet this fall. Mr. Bebel reminded staff to ensure that caulking and sealing is checked when work is being done.

F. Community Room Status Update: Carpeting expected to be delivered early November. The concrete floor continues to cure until sufficiently dry to place carpeting. Finished carpentry work is being completed this week.

G. Status of Church Property: Board members remain concerned about potential uses of the building as it relates to the shared parking lot. Ms. Stevens is not aware of any developments regarding the property. City staff are aware of the opportunity the site provides in regards to parking for both the library and school.

H. Strategic Plan Progress Goal #2: Goal #2 was presented with objectives and measurable outcomes.

I. Trustee Essential #14-The Library Board and The Open Meetings Law: Ms. Stevens provided copies of Trustee Essential #14.

J. Reports from Friends/WVLS Representative: The Friends will have their Fall booksale next week. Marla Sepnanski, Director of WVLS, was presented with the Wisconsin Library Association 2019 WLA/DEMCO Librarian of the Year. A copy of the WVLS Directors report for September was provided.

4. Forthcoming Events & Library Director Report

- September Monthly Statistical Report was provided.
- City Budget meetings are ongoing, next scheduled meeting this evening at 5:15pm.
- City Strategic Plan meetings are scheduled for Wednesday evenings in November and December.
- Youth Services-Little Bluebirds Kickoff is tomorrow night at 6pm. Staff have been hard at work promoting and partnering with parents and caregivers for this birth through Pre-K age group event.
- Youth Services-Wisconsin Science Festival Event with computer coding activities is this weekend.
- Adult program-Fall into Art for Adults with Heidi Wyrick Oct 29th 6:00pm.
- Next Aware and Active Citizens meeting November 12th 11:30-1:30.

5. Adjournment:

M Bebel/S Meehan/C to adjourn the meeting at 4:55 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on November 20th at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary