

T. B. Scott Free Library Board of Trustees
REGULAR MEETING
November 20th, 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, Darcy Dalsky, Paul Gilk, Audrey Huftel and Tim Meehean. Excused: Katie Breitenmoser, Richard Mamer and Jim Wedemeyer. Also present: Laurie Ollhoff, Nick Wszalek and Draco F. from MP3.

There was no correspondence.

There was no public comment.

2. Consent Items

M Meehean/S Huftel/C to approve the minutes of the October 16th meeting as presented. M Meehean/S Dalsky/C to accept the Monthly Revenue and Expense Report for October as printed.

3. Reports/Discussion Items/Action Items

A. Space Needs Assessment Proposals: Revised fee proposals were discussed. M Meehean/ S Gilk/C to approve the start of the Space Needs Assessment project for \$5,250 from Endowment Fund monies for the Foundation Stage as presented. Process to begin in 2020.

B. 2020 Budget Update: The city budget was approved last evening. M Meehean/S Dalsky/C to approve reallocating \$2,235 to the Maintenance/Repair Contingency budget line as presented.

C. MCPL Exploration of SCLS: MCPL Board meeting agendas and letters from WVLS member libraries were provided and discussed. M Bebel/S Gilk/C to send a letter to the MCPL Board regarding the Board's concerns related to: reasoning behind the exploration, potential disruption of service and long-term impact to local patrons. In addition, due to our close proximity and working relationship with MCPL, the Board is requesting that our library have a place on the task force charged with studying this matter.

D. Policy: Telescope Checkout and Agreement and E. Policy: Birding Kit Checkout and Agreement: M Meehean/S Dalsky/C to approve the policies as written.

F. Building and Grounds Update: Completion of valve replacement is happening. There was a leak in the lobby area from a valve. HVAC/Air Handling units were installed and fine tuning of programming is being done. Window and EFIS cleaning will likely not be completed this fall. Street Department has done patchwork to the public parking lot. Discussion related to increased use of public parking lot for non-library/church related parking. Board members directed staff to erect a sign limiting parking in lot to 4 hours for library/church use only. Staff to work closely with law enforcement to ensure suitable wording and best placement of sign.

G. Community Room Status Update: Carpeting was delivered to installer in early November. The concrete floor continues to cure until sufficiently dry to place carpeting. Project is tentatively scheduled for completion by the end of December.

H. 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.

I. Strategic Plan Progress Goal #3: Goal #3 was presented with objectives and measurable outcomes.

J. Trustee Essential #15-The Library Board and The Public Records Law: Ms. Stevens provided copies of Trustee Essential #15.

K. Reports from Friends/WVLS Representative: The Friends had a successful Fall booksale and look forward to the Community Room being available for their next sale. A copy of the WVLS Directors report for November was provided.

4. Forthcoming Events & Library Director Report

- October Monthly Statistical Report was provided.
- City Strategic Plan meetings are scheduled for Wednesday evenings in November and December.
- September & October Task Logs for John Greenwood were provided.
- Flyer promoting the support of our digital library via donations was provided.

5. Adjournment:

M Meehean/S Dalsky/C to adjourn the meeting at 5:15 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on December 18th at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary