

# Lakes Country Public Library Board of Trustees Meeting Minutes: Feb 15, 2024

**The Regular Meeting** was called to order at **8:01 am**. In attendance were board members, Jeannine Albers, Jim Adamczyk, Marlene Carey, Kathleen Marsh, Linda Mckenna, Lori Repinski, and Katie Esserman, Director and 1 citizen (Mike Schilz).

**Agenda:** Motion to approve agenda was made by Lori and seconded by Linda. **Motion carried.**

**Public presentation and comments:** None

**Minutes:** The minutes from the January 18, 2024, meeting were discussed. Motion made by Kathleen and seconded by Linda to approve the minutes. **Motion carried.**

**Treasurer's Report:** The Financial Summary report for January 2024 was distributed. Some minor changes to the format were discussed. Motion made by Marlene and seconded by Lori to approve the financial summary as discussed. **Motion carried.**

## Directors Notes:

1. Kids origami program is huge hit!
2. Adult egg decorating, with permanent inks, is coming up with Margaret hosting. 3/13 2-4pm & 3/16 10-noon
3. Annual report is completed!!!
4. Phils Philling station does borrowing services...some of our DVDs are ending up there from confused patrons.
5. Marchs staff meeting will focus on Summer and what it might look like for us and services. We will also start talking about upping programs.
6. Patty Weyers is still happy to make us some decorated cookies for the ribbon cutting. She needs the date as soon as we know when it will be.
7. Lots of movie donations lately so it has been great to stock up our collection more on free materials.

## Committee Reports

- **BEC**
  - Kathleen is still attending Architect/Contractor meetings in Tom's absence.
  - Building progress is a little ahead of schedule and Board hopes to get a walk thru soon.
  - 300 thank you notes have been sent out by Kathleen for donations.
  - One minor change to one window was needed and a donation was made to cover this change!
- **Personnel**
  - A number of items (time tracking, opening hours, board packets, coverage) were discussed with Katie and Marlene.
  - A policy change will be made on Remote Work. ***The president must approve all remote work by the Director.*** The current policy will remain stating that "*employees are generally expected to fulfill work hours at the library building*".
  - Evaluations on employees are planned to be completed by the Director at the end of March.

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- **County Library Planning**

- Discussions are continuing and no decisions have been made by this planning team. The next meeting is Tuesday, March 12, 2024, at 1 pm at the Oconto courthouse. The library board will update the 4 Towns after this next meeting.

### New Business

- **Grant Application-** The Director received board approval to complete annual grant applications.
- **Annual Dinner -**The annual dinner will be held April 27<sup>th</sup> at the golf course. A subcommittee was formed with members of Katie and Linda. There is a need for more volunteers to join this committee to discuss fundraising options and coordination for the dinner.
- **Endowment Fund -**The language on the Endowment Fund in our policy documents needed revision. Kathleen presented a draft revision. The board members should review the proposed changes and bring back comments to next meeting. This should be added to unfinished business on the next agenda.
- **Four Town Meeting** – an update from the County Library Planning Committee will be given to the Town Board members on 3/18/24 at 5:00 pm at the library. We need attendance from all towns as they will be impacted by the approved plan from the county.
- **Annual Report** – this is completed and will need signature from the president!

### Unfinished Business

- **Building Insurance** – it was confirmed that Lakewood pays the bill and then the town invoices the library for these costs.
- **Audit** –Kerber Rose , our Audit firm, needs to be reminded that the audit MUST be done by July 1<sup>st</sup>. Katie will follow up.

The meeting was adjourned at 9:54 am.

The next regular meeting will be **March 21, 2024 at 8 am** at the library.

Respectfully submitted by Marlene Carey