

## Lakes Country Public Library Board of Trustees Meeting Minutes: 2/28/23

**The Regular Meeting** was called to order at 7:59 am . In attendance were board members Jeannine Albers, Jim Adamczyk, Marlene Carey, Deb Markusen, Kathleen Marsh, Linda McKenna, Lori Repinski, and Joan Sackett. Katie Esserman, Director was in attendance.

**Public presentation and comments:** None

**Minutes:** The minutes from the Jan 24<sup>th</sup>, 2023 and Feb 9<sup>th</sup>, 2023 meetings were distributed. A motion was made by Jim, seconded by Joan to approve the minutes. **Motion carried.**

### **Treasurer's Report:**

The Financial Summary for January 2023 and New Reconciliation report for January 2023 were presented. The Reconciliation report is from Quick Books and replaces the previous formats. A motion was made by Kathie, seconded by Lori to accept the Treasurer's reports. **Motion carried.**

### **Director's Report:**

- "Read Across America" is being celebrated this next week and Katie plans to go to school to promote the library and reading.
- Friends of Library book sale collected \$337.00.

### **Building Expansion Committee Reports:**

- Committee has reviewed the insurance requirements for building contractors. In addition, a Builders Risk policy will be needed in the construction phase. And then when construction is completed, we will need to change current coverages for the new addition. The Township of Lakewood has the policy, but the library will be responsible for payment.
- A new subcommittee was formed called the Detail Subcommittee to manage immediate needs during the next phases of construction. John Zeller, Katie Esserman and Linda McKenna will serve on this committee.
- The Brochure has been updated and is included with Thank You notes.
- May 13<sup>th</sup> will be the date for the Annual Fundraiser. Dinner tickets for 70 will be available and will be held at the McCauslin Golf Course.
- Recognition of larger donors has been discussed. One proposal is to have Joan Schmidt, a local artist create a mural above the fireplace with symbols to recognize different donation amounts. Many businesses/persons who contributed to the project need to be recognized.
- Another idea is to also include a Plaque on the outside of building that would welcome the users and name the four towns who "own" the Library.
- Solar Grant – available but would need further investigation.
- USDA Grant needs an environmental study, which may have already been completed by Architect.
- Otto Bremer grant is in progress and will be submitted in March.
- Donations are at 80% of current need.
- Expect bids to be submitted around the first of April.

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### New Business:

- Annual Report was distributed and discussed. Motion was made by Linda, seconded by Jim to approve the Annual Report as presented. **Motion carried.**
- Library Card Owners – please encourage your friends and neighbors to become a part of the library. Our circulation numbers affect the appropriation of county funds.
- Universal Summary - Information should be presented to each Town Board, which can include the details from the approved minutes and major updates.
- The Towns have been given an updated Plan of Service via email.
- Friends of the Library need a new representative from the Board. Lori Repinski volunteered.
- Catholic Charities- the Green Bay Diocese, who is working out of our library, is not involved with legal matters that are occurring between the State of Texas and Catholic Charities.

The meeting was adjourned at 9:14 am

The next regular meeting will be **March 28th, at 8 am** at the library.

Respectfully submitted by Marlene Carey, Secretary