

## Lakes Country Public Library Board of Trustees Meeting Minutes: March 28, 2023

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

**Public presentation and comments:** none

**Minutes:** The minutes from the February 28, 2023 meeting were distributed. A motion was made by Kathleen Marsh and seconded Lori Repinski to approve the amended minutes.

**Motion carried.**

**Treasure's Report:** The Financial Summary and Reconciliation report for February 28, 2023 were presented. A motion was made by Linda McKenna and seconded by Jim Adamczyk to accept the Treasure's report. **Motion carried.** A possibility of paying our fiscal agent for the additional work during the expansion was discussed. It was noted that 'Library Materials' was up to 50% of budget (most items purchased are to protect the life of reading material). May want to consider increasing that line item when developing the new budget.

**Director's report:** Catholic Charities will conduct mental health training for staff. As of yet, there has not been any need for their counseling services. The Director will contact area healthcare providers of the opportunity for counseling services. Director visited Wabeno elementary School and wants **to** make this a monthly occurrence. The new magnets are in. Director attended CARL training. Staff will be trained on effective story time. Director is in the beginnings stages of purging and preparing collections and file for the move to the new library.

**Building and Expansion Committee Report:** Tom Thielke reported requirements for the Baldwin grant include an environmental study and 15 others items. These requirements pushed the project off schedule. After some research it was discovered the Library is not a separate entity. The library must complete all 15 items and become it's own entity before money can be obligated. Public meeting to discuss the Library expansion is scheduled for April 5, 2023 @ 5:30pm. Kathy confirmed that no trustees are related to members of the USDA. Kathy also requested a second installment of \$50,000 Bond Grant. Fund raising is at 80% of goal. Fund raising is averaging \$1000-\$2000 per week. John Seller evaluated design details inside and outside the building. He stated the architect will submit a redesign. Date to meet with the town concerning the project TBD. Kathy shared a half page newspaper photo of the Christian Thrift Store donation of \$2000 to the Library expansion

**Personnel Committee:** Motioned by Kathy , seconded by Linda to raise wage of new hire to \$14.76. After discussion, Kathy amended her motion to raise the wage to \$14.06, seconded by Linda. **Motion carried.** The committee also shared details of the long process of updating The Library Policy. The committee needs to consider adding an active shooter plan.

**New Business:** There was some discussion concerning asking for bids for snowplowing. To be considered next season. Per Joint Library agreement, the audit process begins 01/03/2024. Katie will contact Kerber/Rose to get the process moving forward. Deb will contact the bank to obtain a higher interest-bearing account with limited penalties for withdrawal for fund raising money. Jim asked the board submit a letter of support for the historic renovation of the Maple Place Project, Laona, WI. Motion by Joan, seconded by Linda. **Motion carried.**

The meeting was adjourned at 9:21am

The next regular meeting will be **April 25, 2023 at 8 am** at the library.

Respectfully submitted by Deb Markusen