

## **Lakes Country Public Library Board of Trustees Meeting Minutes: July 25, 2023**

**The Regular Meeting** was called to order at 8:02 am. In attendance were board members Jeannine Albers, Jim Adamczyk, Marlene Carey, Deb Markusen, Kathleen Marsh, Linda McKenna, Joan Sackett and Lori Repinski. Katie Esserman, the Director, was in attendance along with Tom Thielke and Linda Denz.

**Public presentation and comments:** None

**Minutes:** The minutes from the June 27th meeting were distributed. A motion was made by Kathie and seconded by Deb to approve the amended minutes. **Motion carried.**

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

The Financial Summary and Reconciliation reports for June 27<sup>th</sup> were presented and reviewed. Katie confirmed that the Town Clerks will notify the county that they have paid the annual allocations to the library for 2023. A motion was made by Marlene and seconded by Deb to accept the Treasurer's report. **Motion carried.**

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

- 1st Catholic Charities tele-health user
- Friends had a booth at market day with a small book sale. Profit was over \$530.
- The library float received a creativity award for the Mardi Gras parade. The library participated in two town parades this month.
- Charli is halfway through her summer.
- Summer Reading is wicked popular! I have reordered prizes 4 times to compensate for the number of kids. As of 7/21/23 we have 88 kids signed up.
- Special Police K9 Storytime is coming up on the 31st of July.

### **Agenda Additions:**

- Chamber of Commerce
- August 1st Meeting,
- Donation request

### **Building Expansion Committee Report:**

Tom reported on the recent activity for the Building Expansion. Bids have been received. He distributed a summary of the bids and a recommendation letter from Jeff Musson. There were 6 base bids, and he was delighted to report that the bids are lower than our initial estimates received from Boldt. The lower bid came from RJM Construction, who are from Black Creek and highly recommended by our architect. There are additional bids requested for added work and the total amount remains lower than original estimates.

They will consider using local contractors when the costs fit into the budget. A motion was made by Kathie to approve RJM as the Building Contractor and to allow the building project to proceed. Lori seconded and **Motion Carried.**

Kathie reported on the building expansion funds. We are still waiting to get the Federal Grant money distributed.

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## Committee Updates:

- **Oconto County Library Planning Committee** – A long meeting was held in Gillett last week. We would like to inform town board members of this information at the August 1<sup>st</sup> meeting. There seems to be only 3 options as listed below.
  - Keep the library as a Joint Public Library and we will lose the annual county funding.
  - All become Joint Libraries. This would be difficult to accomplish by the end of next year and to get agreement from all parties.
  - Become a Consolidated Library, which means the County operates and owns all libraries, including personnel, wages, book purchasing, etc. This does not save money for the County.
  
- **Personnel**
  - Holiday change requested by Personnel Committee. A motion was made by Kathie to remove the Good Friday holiday and add a holiday for Presidents Day. Linda seconded this and **Motion carried.**
  - Life Insurance change requested by Personnel Committee. A motion was made by Marlene and seconded by Linda to approve offering the Life Insurance policy from the Town of Lakewood to full time library employees. **Motion carried.** Katie will fill out application. The coverage for part-time employees will be discussed at the next personnel committee meeting.
  - Jeannine did research on time sheets and PTO processes for other libraries. She contacted Suring, Gillett and Lena locations. The Personnel committee will review the results at the next meeting.

## New Business:

- Four Town Websites – we would like library links and info to be included on their websites.
- Amazon Credit Card – can we use an Amazon credit card or other method to track purchases easily.
- Chamber of Commerce – the library should be attending monthly meetings for more visibility.
- Donations – a donation was received and discussion on how best to display their donation. Decision pending.

The meeting was adjourned at 10:03 am.

The next regular meeting will be **Aug 22, 2023, at 8 am** at the library.

Respectfully submitted by Marlene Carey