

# Lakes Country Public Library Board of Trustees Meeting Minutes: Jan 18, 2024

**The Regular Meeting** was called to order at **8:00 am**. In attendance were board members, Jeannine Albers, Jim Adamczyk Marlene Carey, Deb Markusen, Kathleen Marsh, Linda Mckenna, Lori Repinski, Michelle Gobert and Katie Esserman, Director.

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

**Public presentation and comments:** None

**Minutes:** The minutes from the Dec 19, 2023, meeting were distributed. Corrections were requested on spelling and grammar, and to correct attendee list. A motion was made by Kathleen and seconded by Lori to approve the amended minutes. **Motion carried.**

**Treasurer's Report:** The Financial Summary report for Dec/End of Year 2023 was distributed. Discussion ensued. Endowment fund language changes will be reviewed by Ad hoc Finance team (Deb, Katie, Kathleen). Deb is still working on money market account with bank. Members also reviewed a new layout of the financial summary for 2024. The expenses and income should be balanced in the budget. The insurance line will be changed to reflect that this is Health Insurance and moved to a 1xx code. Motion made by Marlene, seconded by Linda to approve Treasurer's report. **Motion carried.**

## Directors Notes:

- Staff appreciated holiday gift and thanked the board
- Annual report is coming up so I will be working on that for the next month and a half
- Catholic Charities picked up the equipment from the back room, so we won't have that available until the building is complete
- I am restarting to use Quicken to do financials – mainly so I can have a reconciliation report without having to wait for anything/anyone else
- Still promoting the Disney on Ice reading program
- Budget layout is updated: can still change if needed
- Schools received a grant for a Youth Mental Health program, which is exciting for the community and the youth.

## Committee Report

- **BEC**
  - The construction project is on schedule and on budget.
  - Kathleen attends some of the building team meetings and is excited to see their enthusiasm and dedication.
  - Contracted with another local business for painting, etc.
  - The library website should be updated with current photos and updates.
- **CLPC**
  - Big thank you to those attending the meeting with Town representatives. Kathleen distributed documents to describe the committee and financial impact of consolidation.
  - Large concerns how any change that is approved can be implemented by the end of this year.
  - Further information must be given to the towns.
  - The Towns need to have a link to our library website.

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- **Personnel**

- No updates as meeting to be held later today.

### **New Business**

- Audit – Director has access to Kerber Rose system and Katie will begin updating documents for audit.
- Closure Guidelines – Library was closed for 2 days due to a winter storm. We do not have clear directions on when to close the library. Jeannine and Katie will research how others manage weather or other items that impact closing of the library.
- Application for Board Members – we have two forms causing confusion and only need to keep the one labeled Application for Board Members.

The meeting was adjourned at 9:50 am.

The next regular meeting will be **Feb 15, 2024, at 8 am** at the library.

Respectfully submitted by Marlene Carey