

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

**The Regular Meeting** was called to order **8:02 am**. In attendance were board members, Jeannine Albers, Marlene Carey, Deb Markusen, Kathleen Marsh, Linda McKenna, Michelle Gobert, Sue Christianson and Katie Essermann, Director. Tom Thielke was also in attendance.

**Agenda:** Michele made a motion to move item, “New Board Member Roles” to item 4. Marlene seconded. **Motion carried.** Jeannine introduced a new board member, Sue Christianson, representing Townsend. Leslee Granke will be a new board member representing Riverview but was not in attendance.

**Board Members:** A list of current membership and terms of board members will be distributed by Katie. Jeannine requested board positions reappointments.

- Deb motioned; Michele seconded to approve Jeannine Albers as President. **Motion carried.**
- Linda motioned; Marlene seconded to approve Kathie as Vice President. **Motion carried.**
- Kathie motioned and Deb seconded to approve Sue as Secretary. **Motion Carried.**
- Linda motioned and Kathie seconded to approve Deb as Treasurer. **Motion Carried.**

**Public presentation and comments:** None

**Minutes:** The minutes from the Mar 21, 2024, meeting were reviewed. A correction on Linda’s name was made. Deb motioned for approval of minutes as corrected. Linda seconded. **Motion carried**

**Treasurer's Report:** The Financial Summary report for March 2024 was distributed and discussion ensued on the sustainability account and future plans, with concerns on continuous funding from county. A subcommittee on finances will be discussed at the May meeting. Kathie presented the Chimney Service Report and acknowledged that this company had donated some labor costs, which is appreciated. Deb presented copies of recent payments on construction. Linda motioned to approve the Treasurer’s report, with a second from Kathie. **Motion carried**

## Directors Notes:

- The move/closure! Everything went well. Moving company was very efficient and easy to work with.
- I am getting things organized for our Summer intern and reading program. *“Adventure begins at the Library”*
- We already have two returned applications for our internship!!
- Working on audit; trying to get it done by end of this month.
- Open signs are needed as patrons are not sure if we are open due to construction happening now at front of building.

## Committee Report

- **BEC-**
  - Tom reported on the progress of building, which has been progressing and even ahead of schedule. The building may be done by June 15<sup>th</sup>.
  - There is consideration on whether we need a generator for emergencies. But this would need to be decided while still in the midst of construction. The library could get status as a “Shelter,” but we have to consider if we can provide staffing in that type of situation or if the need is already covered by towns.

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- We need a policy on the use of all meeting rooms and/if rental fees are needed. This topic needs to be added to May's agenda.
  - The fundraising dinner is already a success as 75 tickets were sold.
  - Budget Blinds has given us a great price for window blinds.
  - Kathie reported on financials and is very grateful for the continued donations.
- **CLPC** – The next meeting is May 14<sup>th</sup>, at the Oconto Court House. The Library Board appreciates the four towns for supporting the library and voting for the LCPL to remain as a Joint Library and is not interested in consolidation with the county.
  - **Personnel** – The committee needs to change the name to the Policy Committee and next month establish smaller subcommittees to work on the future changes coming up with our expansion and the needs to provide coverage in a larger facility with more programming.

### New Business

- *Room Signs* – Kathie is getting a standard style for signs for the designated areas/rooms.
- *Teen Zone* – Kathie discussed the need for a coordinator of this program and the possibility of getting grant money for a position. Katie does not feel a need for this position as she is interested in doing some of the programming.
- *Webmaster/Facebook Moderator* - There were questions raised on both Facebook and website management. The library wants to be up-to-current to give patrons the best information. Katie stated the work was done by Laurie Baumgartner (Nicolet Federated Library System) .
- *Volunteer Corps*- a multitude of topics were raised on providing the best services with the library expansion. Do we get volunteers, and if so, who supervises, recruits and schedules them? Do we use the Friends of the Library? Do we have the best job description for current employees so we can expand employee duties to programming or other needs? Who can back up Katie and how do we ensure two employees at all times in the library?

As a result of the above discussion, Katie will send us current job descriptions. Michelle suggested researching how many FTEs are needed for our new space size. The Policy Committee will need to break up into more subgroups to tackle the various changes and this will be on May's agenda.

### Unfinished Business – none

The meeting was adjourned at **9:45 am**.

The next regular meeting will be **May 16, 2024 , at 8 am**. (tentative location is Townsend township hall)

Respectfully submitted by Marlene Carey, Secretary