

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

**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, and Lori Repinski (via Zoom). Katie Esserman, Director, was in attendance.

**Public presentation and comments:** NONE

**Minutes:** The minutes from the March 28, 2023, meeting were distributed. A motion was made by Linda and seconded by Kathie to approve the minutes. **Motion carried.**

## **Treasurer's Report:**

The Financial Summary and Reconciliation report for March 28, 2023, were presented. Katie asked to change one of the line items from CD music to Children's materials. A motion was made by Marlene and seconded by Lori to accept the Treasurer's report. **Motion carried.**

## **Director's Report**

- Working with the Wabeno Schools to build two new picnic tables.
- Audit Update = The audit will be done by KerberRose. You can expect to get an engagement letter and the document portal with requests in December 2023. When the requests are filled, they can begin the audit. When they do schedule for the 12/31/2023 audit fieldwork in November, they can determine a day (or two if necessary) to visit the library in person for anything they would need to test on site."
- All staff passed the Adult Mental Health Training. They are all trained to provide initial help to someone experiencing a mental health or substance use challenge (effective for 3 years).
- There was a total of 3 public meetings on the building expansion. The first meeting went great with over 30 attendees.
- Staff Meeting 4/19: Main topics were summer reading and National Library week.
- There will be a Family Fun Night this Wednesday. Also planning a Kickoff Party tentatively planned for June 20<sup>th</sup> from 11am to 1 pm. This may include Construction information, Animal Petting Zoo and Summer Reading program.

## **Building Expansion Committee Report**

- Oconto Falls Times Herald is the newspaper covering the library news.
- Glad to see so many attend the public meetings.
- Jeff has completed the check list and will have to wait yet on the Environmental Report
- Handicap accessibility is another topic to be addressed as the plans continue to be reviewed.
- A donation from CoVantage Credit Union was received and hoping yet to get approval for monies from the Otto Bremer Foundation.
- Continue to ask for donations from other businesses such as Nicolet Plastics, and Tribal funds.
- May 13<sup>th</sup> is Fundraiser dinner. Continue to get generous donations and registration is at 59.

## **Committee News**

- The Personnel Committee has an evaluation scheduled for May 2nd for the Director. Continued work on policy manual in progress.

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## New Business

- Library Float – Interest in having a float for Mardi Gras on July 16th (Lakewood) and 4th of July (Townsend). Maybe handout bookmarks as treats. Linda Denz agreed to help. This would provide great advertising and awareness of building projects.
- Next month we must include the selection of Officers on the Agenda.
- Banking – new checks were ordered to include 2 signatures. And Deb presented Interest rates from Laona State Bank. A motion was made by Kathie, seconded by Jim to have the Treasurer move our general account to an Interest-Bearing Account. **Motion carried.**
- Lori is interested in watching the webinars offered by DPI.

The meeting was adjourned at 9:00 am

The next regular meeting will be **May 23, 2023, at 8 am** at the library.

Respectfully submitted by Marlene Carey