

Lakes Country Public Library Board of Trustees Meeting Minutes: June 27, 2023

The Regular Meeting was called to order at 8:00 am. In attendance were board members 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. Jim acted as chair in the absence of Jeannine.

Public presentation and comments: None

Minutes: The minutes from the two May 25, 2023, meetings were distributed. It was noted that the minutes should be combined into one document. Also noted was a spelling error. A motion was made by Linda and seconded by Lori to approve the amended minutes. **Motion carried.**

Treasurer's Report:

The Financial Summary and Reconciliation reports (3 reports for 3 accounts) for May 23 were presented and reviewed. Katie learned that the Town of Lakewood is responsible for the reconciliation reports. She will no longer need to produce these documents, yet they will be available from the town clerk. A motion was made by Kathie and seconded by Linda to accept the Treasurer's report. **Motion carried.**

Director's Report:

- June 10th kickoff party = TOTAL SUCCESS!! Just shy of 80 people attended and as of 6/23/23 we have 76 kids signed up for Summer Reading—age ranging from 0-16! (Just a comparison, last year's party had 45 people and 26 kids finished the summer reading program).
- The picnic tables from Wabeno Fab Lab are finished and set up.
- Friends' donations let us buy some fun items for the kid's area including 2 Launchpads. Pre-loaded learning tablets that do not require internet.
- I applied for the Library Improvement & Innovation Grant to purchase more launchpads.
- Friends had annual meeting: Margaret re-elected Treasurer and Lara Cerlettey was voted VP – Laura has been doing great with more fundraising, including 2 extra brat fry's (June 9 & July 7) and possibly doing a table at the Street Market (Presbyterian Church) on July 22—will keep you posted.
- Friends gave us an extra \$1,500, at my request, because of the popularity of summer reading. I needed to buy more toys and book prizes.
- Summer Intern Charli: this being her 2nd Summer with us, we are giving her more responsibilities and showing a deeper dive into the world of librarianship. She's doing excellently!
- Scott VanLaanen approached the library about being a ticket selling spot for town dump; each ticket sold, for appliances, mattresses, etc., \$1 goes to us!
- Green Bay Gazette is now being purchased at the gas station so the library will have current copies. The mail delivery was cancelled as the paper came in too late.

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Building Expansion Committee Report:

Tom reported that on June 29th, the architect and building committee members will meet with interested general contractors. On July 13th at 2pm, the bids will be opened. Kathie is continuing her request for additional funding and would like to send out another request to past donors. The dinner in May brought in \$5,700. We also should have a response on July 19th regarding the Otto Bremer grant.

Town Meetings are critical to keeping the towns informed of our project and successes. Please continue to attend Town meetings. We will also set up an invite to Town Board members for August 1st at 6:00 pm at the library to give an update on the bids and progress of the building project.

New Business:

- **Oconto County Library Planning Committee** – Kathie is representing Lakes Country Library as part of a 12-member committee. There are two choices for the libraries in this county to remain funded by the county. Either have a consolidated library system for Oconto or all libraries in the county must be part of a joint library system. These plans must be operational by January 2025, unless an extension is granted. The next meeting is in Gillett at 10 am on July 19th. Our attendance was requested to show support to keep our status as a Joint Library. It is critical to keep our current funding from the county for operations.
- **Personnel** – The discussion on policy changes included Dress Code, Remote Work Changes, PTO scheduling, Holiday and Life Insurance. The Holiday and Life Insurance changes will be voted on at the next regular meeting. Committee continues to update Policies to represent approved changes. Katie will find out if any part time employee has the library's Life Insurance policy.
- **Parade Float** – The theme is Harry Potter and library staff involved are planning on a “Magic” theme. Parades are on July 4th for Townsend and July 16th for Lakewood. Any information or interest can be directed to Linda Denz.
- **Financials** – Katie will be canceling subscription to QuickBooks. This will no longer be needed if the Town begins doing financial reporting. This will have a large impact on Katie's time and save money for subscription costs. A committee on budgets will be needed in August. Deb, Katie and Jeannine will be on this committee.

The meeting was adjourned at 9:39 am.

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

Respectfully submitted by Marlene Carey