

Lakes Country Public Library Board of Trustees Meeting Minutes: Aug 22, 2023

The Regular Meeting was called to order at 7:59 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.

Roll Call: A new visitor Kerri Young attended today's meeting.

Agenda: Motion was made to approve the agenda for Aug 22, 2023, by Linda and seconded by Jim. **Motion Carried.**

Unfinished Business:

- Life insurance for part-time employees is about \$190 and will be received around November.
- Katie is pursuing getting a credit card from the bank for purchases.

Public Presentation and comments to the Board: None

Minutes: The minutes from the July 25th 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 July 2023 were presented and reviewed. The reconciliation reports will be emailed in the future and only the Financial Summary will be printed for the Board. A motion was made by Marlene and seconded by Lori to accept the amended Treasurer's report. **Motion carried.**

Director's Report:

- Summer Reading Program Update – 88 kids signed up and 45 finished; 13@ week 4 (around 50%)
- Cleaning and organizing like crazy
- Book Sale Labor Day weekend – If you are a member of the Friends, you get early entrance to the book sale on Wed, Aug 30 from 6-7:30; Open to the public Friday and Saturday
- Special Police K9 Storytime was well attended and successful on the 31st of July
- Donation to Dump is working smoothly. Money is put in Operations
- Copy charges – need to charge more for larger sizes. (11x14 or 8 x14). Will do research on the costs from our current copy vendor.
- Jurassic Reading Program – starts in the fall and a child can win a ticket to a show (Oct 26 -28).

Building Expansion Committee Report:

AED Purchase – an AED is needed for the new building. Motion made by Joan and seconded by Linda to purchase an AED now vs. waiting for building opening. **Motion passed.**

Tom reported on the recent activity for the Building Expansion. RJM will start work on Sept 13, the same day as the groundbreaking. The building will be enclosed before winter starts so indoor work can continue.

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Completion is expected by July 1, 2024. The team will be diligent on tracking costs and providing accurate documentation for any future audits.

Kathie reported on the financial status of the building expansion. The goal is to have \$1.5 m available for the project. She will continue to respond to all grant documentation and Deb will be responsible for managing funds for the building. John Zeller will track budget and expenses. The County has requested LCPL banking routing numbers so transactions can be electronic.

Committee Updates:

- **Personnel**
 - The personnel section of the LCPL policy was presented with changes. A motion was made by Joan, seconded by Lori, to approve the changes with an effective date of Jan 1, 2024, and a revision date of Aug 22, 2023. **Motion Carried.**
 - A Timesheet process will be reviewed by Katie to determine if there is a more effective way to track an employee's time.
 - PTO for Katie – The Director will notify the president of their PTO schedule.
- **Four Towns Financial Obligation** – Our current income from the Town's has not included inflation for the past few years. We will want to notify the Towns of any monetary changes for LCPL operational costs in a timely manner, so it can be included in future budget planning. Will keep this item for future planning.
- **Festi-Fall** – Event will be held Sept 16, 2023. Suggestions were made for the booth, such as a donation bucket, display of new library, library card sign-up and the thermometer showing our current fundraising status.
- **Library Budget for 2024** -Draft of 2024 budget presented. Minor changes were requested. Change the employee insurance amount to \$3,500. Note: no salary increase was requested, need new snow removal bids with new parking lot size and a reminder to emphasis that audit has to completed on time, which did not happen in the past. Motion made by Linda, seconded by Joan to approve amended budget. **Motion Carried.**
- **Training in Green Bay for all staff.** Request made by Katie to close the library that day for all staff to attend. This was not approved, and it is suggested that staff take turns with future training.

New Business:

The meeting was adjourned at 9:46 am.

The next regular meeting will be **Sept 26, 2023, at 8 am** at the library.

Respectfully submitted by Marlene Carey