

Lakes Country Public Library Board of Trustees Meeting Minutes: Nov 28, 2023

The Regular Meeting was called to order at **8:02 am**. In attendance were board members Jeannine Albers, Jim Adamczyk, Marlene Carey, Michelle Gobert, Deb Markusen, Kathleen Marsh, and Linda McKenna. Lori Repinski and Katie Esserman were absent.

Agenda Approval: Kathie motioned to change agenda item 10 (Closed Session) before item 4 (Public Presentation). Deb seconded. **Motion approved.**

Closed Session: Jeannine called the board to convene in closed session under WI State Statue 19.85 (1)(c).

Discussion included Staff Bonuses and 2024 salaries. Linda motioned and Kathie seconded to approve a \$2,500 bonus for Director due to completion of her master's degree. **Motion carried.** Kathie motioned and Linda seconded to approve a Director salary of \$53,000. **Motion carried.** Deb motioned to approve proposed staff hourly wage of \$15.00 with the exception of Maintenance (\$18.00) and Assistant hired before 2010 (\$17.00). **Motion carried.** Michelle motioned and Deb seconded to reconvene to open session at 8:59 am. **Motion carried**

Public presentation and comments: NONE

Minutes: The minutes from the Oct 24, 2023, meeting were distributed. A motion was made by Kathie, seconded by Jim to approve the minutes. **Motion carried.**

Treasurer's Report:

The Financial Summary and Reconciliation reports for Aug, Sept and Oct 2023 were distributed. The board is interested in a better breakdown of our income items. A motion was made by Linda, seconded by Jim to approve the three months of reports. **Motion carried.**

Director's Report

1. Halloween went well; did not pass out as many books because of cold & snow, but still successful; kids loved receiving books and suckers.
2. The New Director Boot Camp also went well. Would have been more useful when I first started but I still received good contacts and networking.
3. The last Friends meeting of the year was November 14. Planned out the schedule for 2024.
4. Friends Bake Sale was another record breaker, over \$1,300!!!!
5. Upcoming Book Sale = Saturday December 2nd

Committee Reports:

- **BEC -Building Expansion Committee Report-** Kathie reported that the building project is proceeding on schedule. Parking is limited and we need to encourage patrons to park next door at the realtor's office or on the side street in the back. The ribbon cutting ceremony is being planned for the end of July 2024. Fund raising will continue and an endowment fund will be created.
- **County Library Meeting** – Discussions are continuing on the future of Oconto County Libraries on whether we will become a Consolidated Library or a form of a Joint Library. The next meeting

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will be December 6th, in Lena at noon. Kathie asked that we call the town boards for a meeting to update them on the impact to our library and to the Towns after the December 6th meeting.

- **Personnel Meeting** – the next meeting will be held in Jan 2024.

New Business:

- **Childrens Mental Health** – Michelle distributed a health fact sheet from the WI Office of Mental Health, which promoted the impact of libraries on children and the importance of establishing programs to serve children.
- **Agenda Posting** – Jeannine confirmed that we are posting our agenda according to the Trustee Essentials and will inform the Lakewood Town Board members.
- **Audit** – no information, so no discussion at this time.
- **Donation Accounts** – Deb, as treasurer, will lay out the bank account information for board members for clarification on what accounts are open.
- **Board Meetings for 2024** – Next meeting is Dec 19, 2023, at 8 am. We are proposing that in 2024 the regular meetings should be moved to every third Thursday morning. We will confirm with Katie and Lori as they were absent today.

The meeting was adjourned at **10:10 am**.

The next regular meeting will be **Dec 19, 2023 at 8 am** at the library.

Respectfully submitted by Marlene Carey, Secretary