

# Lakes Country Public Library Board of Trustees Meeting Minutes: December 10, 2021

**The Regular Meeting** was called to order at 8:02 am, In attendance were board members Jeannine Albers, Jim Adamczyk (via phone), Kathleen Marsh, Linda McKenna, Paul Schumacher, Deb Markusen, Marlene Carey and Joan Sackett. Nicole Lowery and Tom Thielke were also in attendance.

**Public presentation and comments:** none.

**The minutes** of the October 22 and November 2, 2021, meetings were discussed. A motion was made by Kathleen, seconded by Deb. to accept the minutes of the October 22 and November 2, 2021, meetings. **Motion carried.**

## **Treasurer's Report:**

The October 1 through November 30, 2021, treasurer's reports were discussed. The October financial summary was amended on 12/6/21. A motion was made by Deb, seconded by Paul. to accept with modifications the treasurer's report. **Motion carried.**

## **Director's Report**

- Nicole attended the Wisconsin Library Association Conference in November. There were several programs related to library space, as well as many other library programs. Nicole completed 16 hours of continuing education toward license renewal; all but \$195.00 of the full cost of the conference, including travel and lodging, were paid by grants. The \$195.00 included \$142.00 in dues to the Wisconsin Library Association and \$53.00 of continuing education.
- The library has purchased two new computers, to replace the two computer that ran the slowest, and were becoming unusable. Four of the five public computers owned are now Dells, which run much faster with Windows 10 than HP. There is one remaining HP computer, which may be replaced next year.
- The library held a Family Open House for the holidays on Wed, Dec 8. Children who attended could choose two books to keep (donated by Oconto County), make an ornament, and enjoy cookies and hot chocolate. Seven families attended, for a total of 22 people. Discussion on doing similar activities for other holidays, such as Valentine's Day.
- Kirk Moore from Covering Wisconsin (a nonprofit based out of UW-Madison) has been using the meeting room extensively in the past few weeks to help area people navigate Affordable Care Act options during this year's enrollment window.
- The UW-Madison Information School has an upcoming online course on Project Management in Libraries. Tuition cost would most likely be covered by a grant from NFLS.

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**Library Plan of Service 2022:** The board discussed the Library Plan of Service 2022.

A motion was made by Kathleen, seconded by Linda to approve the Library Plan of Service 2022. Motion carried.

## **Building Project Committee Report (Nov 30, 2021):**

Attendees: Nicole Lowery, Linda McKenna, Kathie Marsh, Ted Bartels, Tom Thielke and Linda Denz (via phone).

Tom confirmed his finding that the library is a nonprofit, and people can donate to the library and claim it on their taxes.

The committee discussed the feasibility of the library purchasing a lot located in back of the parking lot. The library board recommended that the building expansion committee look into one of the neighboring lots.

The committee walked through the library, looking at the different spaces in relation to the spaces Nicole, the staff, and the committee discussed adding. Ted recommended making a list of problem areas in the library, and the committee also recommended a community survey.

The committee compared the two proposals for the library expansion and agreed that both prospective architects were excellent, with great credentials and enthusiasm about the project. The committee recommended that the board hire Jeff Musson as the architect for the library expansion.

## **Building expansion architect:**

The board discussed hiring an architect for the building project. A motion was made by Deb, seconded by Linda to hire Jeff Musson as the architect for the building project. Motion carried.

**Trustee Essentials:** Tabled.

## **New Business:**

Financial audit has been delayed since last year. Linda reported that Greg Pitel from Kerber Rose was contacted again and informed that audit has to be done by March.

The meeting was adjourned at 9:51 am.

The next regular meeting will be January 14 at 8 am at the library.

Submitted by Marlene Carey.