

Lakes Country Public Library Board of Trustees Meeting Minutes: January 14, 2022

The Regular Meeting was called to order at 8:01 am. In attendance were board members Jeannine Albers, Jim Adamczyk, Kathleen Marsh, Linda McKenna, Paul Schumacher, Deb Markusen, Marlene Carey, and Joan Sackett. Nicole Lowery was also in attendance.

Public presentation and comments: none

The minutes of the December 10, 2021, meeting were discussed. A motion was made by Paul, seconded by Jim. to accept the minutes of the December 10, 2021. **Motion carried.**

Treasurer's Report:

The December 1 through December 31, 2021, treasurer's report was discussed. A motion was made by Paul, seconded by Marlene to accept the treasurer's report. **Motion carried.**

Director's Report:

- To facilitate meetings, Nicole re-subscribed to Zoom for a year, and will offer a Zoom component for anyone who wishes to attend virtually.
- The library's Annual Report to the Department of Public Instruction opens mid-month in January and must be finished, reviewed by library system and approved by the board by February 25th. A quorum is needed.
- Nicole will take an online class, "Project Management in Libraries", from the UW-Madison Information School from Jan 24th to Mar 20th.
- Paul Schumacher is stepping down from the board as of Feb 28th (Thanks to Paul for finishing the term for Janet Strobusch). If possible, the Town of Lakewood should appoint a new board member before the March Board meeting.
- Election of Officers will be at the board's Annual Meeting, held the first meeting after April 1st, as per board bylaws.
- On the December circulation report, Lakes Country Public Library had the highest circulation of the six libraries in Oconto County.
- The library resumed Story Time on Jan 10th, to be held weekly on Mondays at 10 am. The first program had 8 children and 3 adults attending.
- On behalf of member libraries, NFLS received an ARPA Grant for Library Space and Safety Improvement. Each library is eligible for \$3,000 worth of equipment. From the catalog of items provided, Nicole selected a projector portable screen, four computer tables and remote meeting equipment. NFLS will order the items for the libraries.

Special Funds Report: Nicole presented the records of donations received in 2021.

Building Expansion Committee Report:

December 10, 2021, at 10 am.

Attendees: Nicole Lowery, Linda McKenna, Kathleen Marsh, Ted Bartels, Tom Thielke and Linda Denz.

The committee agreed to contact Jeff Musson and Steve Gries about the choice of architect and would investigate the lots next to the library. The committee discussed visits to other libraries to see their designs and layouts. The committee thought a meeting room should hold about 30 people. Nicole discussed the possibility of creating a Library Foundation, which would be a 501(c) (3). Nicole also handed out a list of problem areas in the library from the library staff.

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Building Expansion Committee Report (continued):

December 15, 2021, at 2 pm.

Attendees: Nicole Lowery, Linda McKenna, Kathleen Marsh, Ted Bartels, Tom Thielke, Linda Denz, and architect Jeff Musson.

The committee met with Jeff Musson to discuss the property and building needs. Jeff shared some details about how the process will work. He will draw up plans that include flexibility depending on the boards decisions on costs and needs. When the plans are finalized, Jeff sends them out for bids. He will hire and supervise a general contractor who will manage the project. There will also be graphics of the plans to share with the public online. The committee discussed the need to purchase the lot to the southwest of the library. This would be for building and parking purposes. The lot with the building is now residential. The other lot owned is commercial. Jeff recommended combining the two lots with the third, if purchased, since a building cannot be built over more than one lot. A survey needs to be done to combine the three lots.

Purchase of the lot behind library:

The board discussed the purchase of a lot beside the library using funds donated to the library board. There have been three recent donations to the building fund which would cover the costs of this land purchase. A motion was made by Kathleen, seconded by Linda to purchase the lot using the donated funds only. **Motion carried.**

(Notes from the Lakewood Town Meeting Jan 10th, 2021. Lakewood and Oconto County would like to wait until the library owns all three lots to combine them into one parcel and rezone it to Community Service.)

Application to combine three library parcels into one:

The board discussed applying to the Town of Lakewood and Oconto County to combine the three library parcels into one and have them rezoned to *Community Service*, upon purchase of the third lot.

A motion was made by Kathleen, seconded by Paul to combine, and rezone the three parcels to *Community Service*. **Motion carried.**

Authority and oversight of grants, donations, and fundraisers for building project.

The board discussed who has authority over funds from grants, donations, and fundraisers. Nicole presented documents on fiscal control and custody over monies from various sources. Discussion ensued on the need to open a new bank account for the Building Expansion Funds to separate funds from general fund. This also included discussion on changing the treasurer to be someone not on the Building Expansion project. This will be an agenda item for next meeting. Also, a reminder that there is a need to send a Thank You to donators on formal letterhead for tax purposes.

Building Expansion Meetings and Open Meetings Law: Clarification was provided by Jeannine on the Open Meeting Laws. These meetings do not have to be open to the public. The president is still a de facto member and can attend the meeting but has no voting rights.

New Business:

Financial audit has been delayed since last year. Nicole will contact Greg Pitel from Kerber Rose again.

The meeting was adjourned at 9:46 am.

The next regular meeting will be January 28, 2022, at 8 am at the library.

Submitted by Marlene Carey.