

Lakes Country Public Library Board of Trustees Meeting Minutes: February 25, 2022

The Regular Meeting was called to order at 8:02 am. In attendance were board members Jeannine Albers, Jim Adamczyk, Kathleen Marsh, Linda McKenna, Paul Schumacher, Deb Markusen, Marlene Carey, and Joan Sackett. Karen Haberstein was in attendance and will replace Paul Schumacher on March 1st. Nicole Lowery and Carla VanCamp were also in attendance.

Public presentation and comments: None

The minutes of the January 28, 2022, meeting was presented. A motion was made by Kathleen, seconded by Deb, to accept the minutes of the January 28th meeting. **Motion carried.**

Treasurer's Report:

The monthly treasurer's report and Financial Summary for Jan 1, 2022, to Jan 31, 2022, was presented. A motion was made by Paul, seconded by Linda, to accept the treasurer's report. **Motion carried.**

Director's Report:

- Nicole attended the Oconto County Library Services Board meeting. A letter was presented by Eric Pritzl (County Administrator), that had been written by Tom Thielke. The letter intended to request support and funds for our library building expansion. A decision on providing any funding will be directed to the Finance Committee. This was a request for ARPA funds.
- Nicole reported that Story-Time for the children has been successful, and attendance was at 9 at the last event, which was the highest attendance so far.

Annual Report: Nicole distributed the annual report that will be sent to Department of Public Instruction (DPI). Motion was made to accept the report by Joan and seconded by Linda. **Motion carried.**

Building Expansion Committee Report:

- Nicole read the recent survey results.
- Nicole met with Jim Anderson to get more ideas on fundraising and distributed a sample of a publication as a method to market the Expansion project.
- Kathy shared a letter she wrote explaining the Library Building Expansion project. There is a potential to receive funding (up to 50K/year for 3 years) from the Bond Foundation.
- Kathy distributed a list of Talking points to be used at Town Board meetings to help educate the Town Board members, and public on the progress of the Library Building Expansion Committee.
- A news story appeared in the Gazette and the OCR.
- Kathy is also writing a history of the library, which will include current and future plans for the library.

Fiscal Year: A discussion ensued on changing our fiscal year from Jan to Dec, to match the annual year and the timeframe used by the auditors. This would impact 2022, by only having 11 months included in the 2022 fiscal year. Kathy proposed a motion to change the fiscal year from Jan 1st to Dec 31st effective this year. Jim seconded. **Motion approved.**

Lakes Country Public Library Board of Trustees Meeting Minutes: February 25, 2022

Online Donations:

There is an interest to pursue using an on-line application for donations to the Building Expansion project. There has been interest in this from patrons and would simplify the process to accept donations for both the donor and recipient. Linda will contact the bank to find out about our capabilities, limits and any fees for using an on-line application. Our new account is named LCPL Board of Trustee's Donation.

Audit: Financial audit documents were sent to Kerberose. Nicole will keep us informed on the progress of the audit.

New Business: Kathy asked that all town board representatives use the talking points presented today to provide consistency and clarity on the Building Expansion Committee work.

Jeannine expressed thanks to Paul Schumacher for his years of service to the library.

The meeting was adjourned at 9:08am.

The next regular meeting will be March 25th at 8 am at the library.

Submitted by Marlene Carey.