

## **Lakes Country Public Library Board of Trustees Meeting Minutes: May 27, 2022**

**The Regular Meeting** was called to order at 7:59 am. In attendance were board members Jim Adamczyk, Kathleen Marsh, Linda McKenna, Deb Markusen, Marlene Carey, and Joan Sackett. Jeannine Albers attended via Zoom. Nicole Lowery, Tom Thielke, Linda Denz, Marycarolyn Jagodzinski, and JoAnn Roy were also in attendance.

Agenda was changed to move agenda item 12 after item 6 (Treasurer's report).

**Public presentation and comments:** None

**Marinette/Oconto Literacy Council:** Marycarolyn Jagodzinski presented information on the Literacy Council. The program provides Adult Education & English Language Learning. The Council was asking us to share their program information and would like to work with libraries to foster relationship for those community members in need. A brochure and poster were shared for distribution.

**The minutes** of the April 29, 2022, meeting was discussed. A motion was made by Kathleen, seconded by Deb to accept/accept with modifications the minutes of the April 29, 2022, meeting. **Motion passed.**

### **Treasurer's Report:**

The April 1 through April 30, 2022, treasurer's reports were discussed. A motion was made by Linda M., seconded by Jim to accept the treasurer's report. **Motion passed.**

### **Library Employee Status:**

Nicole presented a communication from Shannon Schultz at the DPI regarding library employees. JoAnn Roy (Lakewood Chairperson) was in attendance to confirm that Library Employees are employees of the municipality. The Library Personnel policy will need to be modified to match with the Town. A personnel committee is recommended to adapt these changes. This work will be postponed until after a director is hired this summer.

### **Director's Report:**

- The library received grant money from NFLS for the summer program (\$630) and children's books (\$150).
- The library received a copy of the Retracement from Northeast Survey
- Hidden Bear Trail ATV Club donated \$500.00 toward the building expansion project
- The Summer Reading Program will begin Sat, June 11 with a Summer Reading Kickoff Party. Laura Cerletty will do a short science program on sea animals and the library will have an activity and serve pizza.
- The Summer Reading Program will run 10 weeks. There will be an activity each week (in-library or take-and-make) and children can turn in weekly reading slips for a free book.

### **Oconto County Library Services Board Meeting report.**

- Erik Pritzl and Al Sleeter talked about the Lakes Country Library's request for funds; the library services board recommended that Erik put together criteria for libraries requesting county funds for capital projects.

- The library services board also addressed the Brown County Library bill to Oconto County. With many towns in the county joining joint libraries, fewer towns are left to pay the bill. There was renewed interest in a county library.

### **Friends of the Library Report**

- The Friends approved funds for two student internships for summer 2022 (approx. 40 hrs. in total).
- The Friends gave the library \$200.00 toward the Summer Reading Kickoff Party.
- Money was given to the library for the gardens.
- Book sale is today, May 27<sup>th</sup> and there may be another over July 4<sup>th</sup> weekend.
- The Friends are fundraising by having a Brat Fry on July 15<sup>th</sup>. There is a need for volunteers.
- The next Friends meeting will be Mon, June 27 at 9:15 at the library.

**Building Expansion Project Committee Report:** Tom Thielke mentioned that the next County Board meeting is June 16<sup>th</sup>, where a list of criteria for library funding will be presented. Tom reminded members that if the county plans to donate to the Expansion project, one of the criteria will be that the current building fund has 25% to 35% of the total project funds in hand.

**Building Expansion Project Financial Report and other communications:** The current Building Expansion Project Financial Reports were discussed. A motion was made by Marlene, seconded by Kathleen to accept the Building Expansion Project Financial Reports. **Motion carried.**

**Search Committee Report:** The posting for the Library Director's position was presented for discussion on content, salary range and how it will be posted. The committee asked that the position to be changed to a salaried exempt position. The position will be posted in a variety of methods. A closed meeting (June 2<sup>nd</sup>) is needed to discuss options regarding an Interim Director.

**Director Position:** A motion was made by Linda, seconded by Deb to approve the Search Committee's Director Position salary range, and the changes to a salaried exempt position. **Motion carried.**

**Assistant Position:** Position is ready for posting.

**Student Internship:** The library offered the two internships to the two candidates who applied, and both have accepted.

**2020 Audit:** KerberRose sent a draft of the 2020 audit. The next required audit is in 2023. A motion was made by Deb and seconded by Kathy to approve the 2020 audit. **Motion carried.** Jeannine will sign on audit as approved.

**Copier Purchase:** Nicole presented two quotes on copiers. Motion was made by Joan and seconded by Linda, to approve purchase of the Konica copier by Marco. **Motion carried**

**Policies:** Personnel, Dress Code, Remote Work, Non-Discrimination Statement. Nicole asked that the Board review these descriptions and discuss later. These statements should be included in the Personnel policies.

**New Business:** none

The meeting was adjourned at 9:41 pm.

A closed session meeting will be held June 2nd, 2022, at 5 pm at the library.

The next regular meeting will be June 24, 2022, at 8 am at the library.

Submitted by: Marlene Carey