

Lakes Country Public Library Board of Trustees Meeting Minutes: June 24, 2022

The Meeting was called to order at 9:00 am. In attendance were board members Jim Adamczyk, Kathleen Marsh, Linda McKenna, Deb Markusen, Joan Sackett, Jeannine Albers. Also Marlene Carey and Lori Repinski who both attended via Zoom. Nicole Lowery and Tom Thielke were also in attendance. Lori is now a new board member representing Lakewood.

Public presentation and comments to the Board. A thank you was letter received from Marycarolyn Jagodzinski from the Marinette/Oconto Literacy Group.

The minutes from May 27 and June 2, 2022, Board Meetings was presented. A motion was made by Kathleen, seconded by Deb to accept the minutes as presented. **Motion carried.**

Treasurer's Report. The treasurer's report from May and June were presented. A motion was made by Linda, seconded by Jim to accept the treasurer's report for the May report and a Financial Summary through May 31,2022. **Motion carried.**

Director's Report. The Summer Reading Kickoff Party was successful with 30 children and 20 adults participating.

2022 Budget Amendment. A request was made to amend the 2022 budget to move 100k into the Building Expansion Project. Kathleen made a motion to request this change, seconded by Linda. **Motion carried.**

2023 Budget Amendment. The budget committee presented the 2023 library budget. A motion was made by Linda, seconded by Joan; to approve the 2023 budget. **Motion carried.**

Building Expansion Committee Report. Tom discussed the costs for two phases of the project. The county board's Administrative committee set criteria (below) The library's Building Expansion Committee requested \$300,000, which was approved by the Administrative Committee. This request will be passed on to the full County Board in July by the committee. The criteria for the county funds is as follows.

- 20% of total costs must be obtained (approx. \$245,000, based on current estimates.)
- Requester must identify the sources for future funding.
- It is a one time request only, not for continuing operational needs.
- Funds will not exceed \$300,000.

Building Expansion Project Financial report and other communications. Nicole presented the Building Expansion Project financial reports. There will be a photo opportunity with the presentation of check from WPS. Nicole mentioned that the Blue Binder in office contains all financials for Expansion project. Linda moved; Joan seconded to approve the Building Expansion financial reports.

Recommendation to Friends of the Library regarding CD. Board wants to ask the Friends to donate their current CD worth \$17K to be donated to the Expansion project. There is a meeting on Monday of the Friends and this idea will be presented to them.

Search Committee Report. Committee will be conducting one interview in the coming weeks and also request information from Lakewood town board on benefits package. Salary offer was determined. Discussion occurred on the option of offering a bonus when MLS is achieved. Further discussion on any budget impacts will be discussed in Sept when budget is finalized.

Policies: Dress Code, Remote Work, Non-discrimination Statement. Motion was made to approve the changes to these policies that were presented at the last meeting and include them in the library personnel policy. Motion made by Deb and seconded by Jim. **Motion Carried.**

New Business. Nicole has created a Director's Guide to assist in the transition for new Director. Recommended that any issues be brought to Cathy VanLaanen after Nicole leaves.

Audit report is completed, and it is recommended to give a copy to all 4 town boards.

Adjournment.

Meeting was adjourned at 9:30 am.

Next Regular meeting is July 22nd at 8 am at the library

Submitted by: Marlene Carey

Lakes Country Public Library Board of Trustees Closed Session Meeting Minutes

June 24, 2022

The meeting was called to order in Closed Session at 9:30 am. Under WI State Statue 19.85(1)(c) to discuss duties of Interim Director and compensation for this role.

In attendance were board members Jim Adameczyk, Jeannine Albers, Linda McKenna, Deb Markusen, Joan Sackett. Marlene Carey and Lori Repinski attended by zoom.

Cathy has agreed to temporary director's duties as needed. Motion was made by Deb and seconded by Linda to offer a bonus for Interim Director duties for at least two months (July/Aug). **Motion carried.**

A reception for Nicole will be held on her last day, July 14, from 10 am to 2 pm.

Meeting adjourned at 10 am.

Submitted by Marlene Carey