

LCPL Board of Trustees Meeting Minutes: October 18, 2024

The Regular Meeting was called to order by VP Marsh at 8:05 am. **Attending:** Jeannine Albers via Zoom, Sue Christianson, Leslee Granke. Deb Markusen, Kathleen Marsh, Linda McKenna, Lori Repinski, Michelle Gobert, and Katie Essermann. **Absent:** none

AGENDA: Motion to approve amended agenda made by Lori, second by Deb. **Motion carried.**

PUBLIC PRESENTATION AND COMMENTS: none

MINUTES: The minutes from the September 19, 2024 meeting were reviewed. Motion to approve the amended minutes made by Consensus.

TREASURER REPORT: The Financial Summary report for September 2024 was distributed and discussed. Motion to approve the financial summaries made by Consensus.

DIRECTOR REPORT: See Attached for Notes and Action Items for Director.

COMMITTEE REPORTS:

- **FRIENDS:** Festifall was not as successful as previous years. Bake sale November 22, 2024; bakers are needed. Holiday Book Sale will be on December 7, 2024.
- **BEC:** We are hoping the bronze plaque will be in place by the first of 2025.
- **CLPC:** This committee is in recess until next year.
- **POLICY:** Katie will research library policies at WLA Conference in Green Bay in preparation for setting meeting dates for revision of our policies.
- **Personnel Committee:** Committee meet after October Library Board meeting today.

UNFINISHED BUSINESS: Members of the Policies/Procedures Committee will be as follows: Katie Essermann (ad hoc), Michelle Gobert, Deb Markusen and Sue Christianson. Action Item: Review and update Board policies and procedures.

Discussion on adding Programming committee. Tabled until next meeting.

Discussion on using proper process when hiring new employees.

Discussion on proper procedures in contracting for services. Mike Flynn will be do lawn care this fall. Bob Prasser will plow snow, at least until the end of the year.

Updating Children's Librarian job description was tabled until next meeting.

NEW BUSINESS: Marsh will serve as Oconto County Library Services Board representative. Markesan is the alternate. Marsh will provide town representatives with Board Meeting summary for town meeting reports.

Meeting adjourned 9:39 am. Next regular meeting is 8:00 a.m. on November 22, 2024.

Respectfully submitted by Sue Christianson, Secretary

Director's Report: October 2024

1. We have our 5th public computer back again, as well as a new staff laptop and 2 laptops for patrons to use (when policy is created for such usage)
2. The mental health seminar went well with 10 attendees, and the Unit learning program went extremely well also. There were 4 families that attended the first one and second one.
3. The 2 original bathrooms are almost completed with new flooring, toilets and sinks.
4. Friday the 25th I have a work session scheduled in GB. It helps director prepare and plan the basic management of a library. They offer a "playbook" to fill in to help directors stay consistent as well.
5. WLA is scheduled for November 5-8 in GB and I am planning on attending, I will be able to attend most of the conference panels and am looking forward to finally attending in representation of LCPL!
6. I plan on partaking in trunk-or-treat again for the library and will be giving away books and suckers.
7. Our new staff member will be starting Tuesday October 15 for training, and then will be our second person on all Saturdays.
8. I am in contact with Lumen for our second phone line, and am just waiting for them to follow through with an appointment to do proper installation.
9. I have been emailing our auditor with no contact. I will keep bugging them!
10. The library is working with Jenna & Co Photography for a Storytime with Santa in December. She will do photo sessions and we will host and provide games, snacks, activities, etc. Saturday 12/14 is our scheduled day for this.

Action Items Board requested the Director do in a timely manner:

1. Provide place and time for Library participation in Halloween Trunk or Treat.
2. Provide flyer/brochure or copy of registration for In-Service Day & WLA Convention in GB.
3. Be sure to take and familiarize yourself with 2020 Joint Library Agreement on In-Service.
4. Be able to purchase items at WLA. Take the Checkbook?
5. Prepare a report on both Experiences (In-Service and Conference) for next Board Meeting.
6. Order remainder of furniture for small meeting rooms. (We are MONTHS behind on Serenity and are not meeting our commitment made to Celia Anderson in August).
7. Provide a monthly total on amount of cash deposited in the Donation Jar since August 1 and going forward. Count money the last day of each month for consistency. (Check previous deposit slips if you did not keep a running total of these amounts). This information is essential as these donations are really "tips" for our excellent staff service. This information is also very useful for PR purposes.
8. Contact Mike Flynn regarding lawn care and Bob Prasser regarding snow removal so that we have them committed to do these critical services.
9. CALL Kerber Rose to find out when the Audit will be complete. This is almost a year overdue and absolutely needed by December 15, 2024, for completing the USDA Grant paperwork.