

LCPL Board of Trustees Meeting Minutes: November 22, 2024

The Regular Meeting was called to order by President Jeannine Albers at 8:03 am. **Attending:** Jeannine Albers, Sue Christianson, Leslee Grankee, Deb Markusen, Kathleen Marsh, Linda McKenna, Lori Repinski via Zoom, Michelle Gobert, and Katie Essermann. **Absent: none**

AGENDA: Motion to approve agenda made by Kathleen second by Linda McKenna. **Motion carried.**

PUBLIC PRESENTATION AND COMMENTS: none

MINUTES: The minutes from the October 18, 2024 meeting reviewed. A motion to approve the minutes made by Kathleen, second by Leslee Grankee. **Motion carried.**

TREASURER'S REPORT: The Financial Summary report for October 18, 2024 distributed and discussed. Motion to approve the financial summaries made by Leslee. **Motion carried.**

DIRECTORS NOTES: See attached Notes. Action Items: We will be looking into memberships in WLA and ALA.

COMMITTEE REPORTS:

- **FRIENDS:** A bake sale will be on Friday November 22, 2024. Kathleen explained the role of Friends from the Trustee Essentials. The holiday book sale cancelled for this year.
- **BEC:** Our goal of using the USDA funds is reachable, but the paperwork needs to be completed by the end of the year. Room signs should be up by the end of the year. Donor plaques are being designed.
- **CLPC:** In recess
- **POLICY:** The new food/drink policy discussed. Motion to approve the new policy made by Deb, second by Linda. **Motion approved 7-1.**
- **UNFINISHED BUSINESS:** Snowplow bids discussed. A motion made by Kathleen, second by Linda that we hire Robert Prasser for snow plowing. **Motion carried.**

We will be looking into a more complete bid process for 2026.

Children's librarian job description tabled until the January meeting.

Audit draft was reviewed.

- **NEW BUSINESS:** A motion made to approve the NFLS automation agreement by Michelle, second by Kathleen. **Motion carried.**

A motion made to approve a holiday bonus for part-time staff by Michelle, second by Deb.
Motion carried.

Raises tabled until we receive evaluations from Katie.

We are looking into a Board Retreat Day for Organization Leadership Development.

All towns approved the payment increase for 2025.

There will not be an address change for the library.

Audio recordings for our board meetings discussed. No action taken.

A motion made by Michelle, second by Kathleen to move into Closed Session to discuss staff evaluations pursuant to WI Statutes 19.85(1)(c) at 10:45.

Motion to come out of closed session by Sue, second by Kathleen at 11:10.

Meeting adjourned at 11:15. Next regular meeting is 8:00 a.m. on December 13, 2024.

Respectfully submitted by Sue Christianson, Secretary

Directors Report: November 2024

Programming:

1. Alcohol ink classes are still a huge hit. They have been well attended and another two dates have been added. (12/10 & 12/11) Margaret is also doing her German Star program again this December. (12/3 & 12/4)
2. Unit learning program is also well attended and highly praised by attendees. The "Christmas" Around the World theme will take place on 11/21.
3. Our young adult escape room went very well and more teens, and adults, are already asking for another one!
4. I attended Trunk-or-Treat at the school and, while it was inside the gym, it went amazing. During the town Trunk-or-Treat, the rain didn't allow me to pass out as many books as I wanted, but as kids stop into the library I am passing some out then.
5. The Friends Holiday book sale has been canceled. Instead we will have out a cart with holiday themed items and a donation bucket throughout December.

NFLS Work Session & WLA

1. The work session on Friday 11/25 went great. I was able to create some new policies with the guidance of other directors and the NFLS outreach coordinator. The playbook provided is an excellent resource to keep an organized plan for all library staff.
2. WLA was so much fun and informational. Vendor's provided a lot of useful information about their various products/companies, and I have a lot of their information for future use. The panels were widely ranged to cover a lot of topics going on the library world today. I have new ideas about many things such as, programming, inclusion and community outreach. Being able to meet up with so many different people from the library world was invaluable. The plan to start implementing programs and ideals learning from WLA will take place after the holidays.