

LCPL Board of Trustees Meeting Minutes: December 13, 2024

The Regular Meeting was called to order by President Jeannine Albers at 8:01 AM. **Attending:** Jeannine Albers, Sue Christianson, Deb Markusen, Kathleen Marsh, Linda McKenna, Lori Repinski, and Director Katie Essermann. **Absent:** Leslee Granke and Michelle Gobert

AGENDA: Motion to approve the amended agenda adding a closed session pursuant to WI State Statute 19.85 (1) (c) was made by Deb second by Linda. **Motion carried.**

PUBLIC PRESENTATION AND COMMENTS: None

MINUTES: The minutes of the November 22, 2024, meeting were reviewed. Motion to approve the minutes made by Lori, second by Linda. **Motion carried.**

TREASURER'S REPORT: The Financial Summary report for November 2024 was distributed and discussed. Motion to approve the financial summaries made by Sue, second by Linda. **Motion carried.**

Action items: Program thermostats and close blinds at night.

DIRECTOR'S REPORT: received from Katie. See Attachment

- **FRIENDS:** next meeting is in April 2025
- **BEC:** Motion was made to develop a continuing donor plaque for donations of \$1000.00 and above by Kathleen, second by Linda. **Motion carried.** The bronze plaque honoring the board members and BEC members that participated in the building expansion should be installed by the end of the year.
- **POLICY COMMITTEE:** Will be meeting next year.

- **NEW BUSINESS:**

Four Towns: We will be sending letters to the 4 towns with structured formula ideas and setting up a meeting of all 4 towns.

Local History Room: Kathleen will be heading the organization of the History room.

Donations: A letter will be sent by the director to donors within 2 weeks of donating.

- **UNFINISHED BUSINESS:**

Audit: Kathleen moves to approve the Audit with the stipulation that our plan for improvement will be implemented. Second by Lori. **Motion carried.**

Action items: Plan for improvement.

1. Katie offers both hers and the fiscal agent's reconciliation to the board monthly.
2. Katie meets with the fiscal agent to compare accounting procedures prior to the January board meeting.

3. Katie decides, based on the meeting with the fiscal agent, whether the library should stay on a modified cash basis or switch to an accrual basis.

Salary/Raises: Linda made a motion to implement the following staff raises, second by Deb. **Motion carried.**

Starting 1/1/2025

Part time library assistants prior to 2024-\$1.00 per hour raise.

Janitor \$2.00 per hour raise.

Maintenance \$2.00 per hour raise.

Katie will be setting up a schedule with the Janitor.

Pursuant to State Statute 19.85(1) (c) the board went into closed session at 11:05AM for staff evaluation. The board came out of closed session at 12:52PM

Meeting adjourned at 12:57PM. Next regular meeting is 8:00AM on January 17,2025.

Respectfully submitted by Sue Christianson, Secretary

Directors Report: December 2024

- Building Expansion: We had our last round of blinds installed by the soft seating area. We also had our doors updated to be controlled by our security system. The donor tree and plaque are here and looking incredible!
- Programs:
 - Alzheimers Education class is coming to an end after 8 weeks with good attendance.
 - Margaret's alcohol ink classes came to an end for 2024 with classes on 12/10 & 12/11. ■ Lenore's Pebble Art class was full on 12/11. We are discussing her having an origami series in Winter of 2025.
 - Our Grinch storytime will be on 12/23 starting at loam with a visit from the ole Grinch himself! We will also have prizes, snacks, games, etc. Families with kids of all ages are welcome.
 - Storytime in general has been dwindling in attendance, but that is normal for this time of year. Things should perk back up after the holidays.
- We had a staff meeting on Wednesday 12/11 to talk about updates, programming ideas for 2025, and disperse holiday bonuses. They are very thankful for the bonuses! ! !
- I attended a Social Media Webinar which talked about social media policies in a legal and realistic overview. This will help with creating a social media policy, and I now have a resource to contact with questions on the topic.
- We will also have more free Covid tests to pass out to patrons. Tests were provided from the Oconto County Department of Health and Human Resources.