

LCPL Board of Trustees Meeting Minutes: January 17, 2025

Regular Meeting: Called to order at 8:03 am. In attendance were board members Jeannine Albers, Leslee Granke, Deb Markusen, Kathleen Marsh, Linda McKenna, Lori Repinski, Michelle Gobert and Director Katie Essermann. Absent: Sue Christianson

AGENDA: Motion to approve the agenda was made by Kathleen, second by Deb. **Motion carried.**

PUBLIC PRESENTATION AND COMMENTS: Library staff member sent a 'Thank You' card to the board for yearly salary increase.

MINUTES: The minutes of the December 13, 2024 meeting were reviewed. Misspellings of names were noted, and the motion to approve the amended minutes was made by Linda, second Deb. **Motion carried.**

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

DIRECTOR'S REPORT: received from Katie. See Attachment

- **FRIENDS:** Winter newsletter out.
- **BEC:** Mural is completed, plaques are ordered, room signs will be delivered soon, ordered a new snow blower and leaf blower for building maintenance. A space heater was discussed and rejected. A personal printer for the history room was discussed and will be purchased. Discussion of a generator, parking lot maintenance, or solar panels are on the Building Expansion Committee's agenda for purchase.
- **POLICY COMMITTEE:** Updates of pages 15-26 in the policy manual were reviewed. Motion to approve the new animal policy was made by Linda, second Deb.

NEW BUSINESS:

- **Four Towns:** 4 towns are talking about setting up a meeting to discuss future library budgeting. Copies of the 2023 audit will be sent each of the 4 towns, per our Joint Library Agreement. The upcoming annual report was discussed and reminded of the summary we send to the 4 towns upon its completion. An idea to start giving a random library fact at the end of each monthly town report the library representative gives was discussed.
- **Closed session language** was crossed off, as it was already a part of the agenda.
- **Review/update security plans:** The security system was discussed and the idea of testing the emergency button monthly was brought to the director's attention. Also, an incident report template was asked of the director to create.
- The board **work day** session is tentatively scheduled for Friday February 28th and they will discuss the trustees essential. Also, the regular board meetings will be continued on the third Friday of the month.
- **Budget:** the blinds and thermostat are already part of the daily tasks for staff.

Pursuant to WI Statutes 19.85(1)(c) Move into Closed Session: Insurance Updates:

- The board adjourned from the regular meeting at 10:13 to go into closed session.

Next regular meeting is 8:00AM on February 21, 2025. Respectfully submitted by Katie Essermann, Director.

Directors Report: January 2025

- Grinch storytime from 12/23 was amazing with 40 attendees.
- Small meeting rooms have their new furniture installed and the next step is to set up the computer monitors for patrons to use.
- Joan White is almost completed with the mural above the fireplace. (Come check it out because it's amazing!!)
- I have been working with staff for more programming in 2025. So far we have an origami series for adults during this Winter and two hired programs for kids this Summer.
- Annual report opens on the 22nd
- I've implemented an idea for conserving energy by turning heat down in the evenings and closing all blinds. Staff are now doing this daily.