

LCPL BOARD OF TRUSTEES MEETING MINUTES: May 16, 2025

Regular Meeting: Called to order at 8:00 am, by president Albers. In attendance were board members Jeannine Albers, Deb Markusen, Kathleen Marsh, Linda McKenna, Leslee Granke, Judy Fellows, Michelle Gobert, Joanne Roy and director Katie Essermann.

Agenda: Motion to approve the agenda by Markusen and seconded by McKenna, all ayes motion carried.

Public Presentation and Comments: Visitor: Margaret Brubaker, no presentation at this time.

Essermann stated a letter was received from the Lakewood Branch of the Laona State Bank stating that funds were raised by the employees who have made a donation to the building fund, the check was deposited.

Minutes: Motion to approve the minutes of the April, 2025 Trustee Board meeting, made by Granke, seconded by McKenna, all ayes motion carried.

A discussion was held on the recording of the meetings, no decision, will be added to June agenda.

Treasurer's Report: Essermann presented the financial reports, there was a question on the advertising expense, Essermann will present the information at the next meeting. The list of vouchers was reviewed, motion by Gobert, seconded by McKenna, all ayes motion carried. Statement from Marsh concerning the building account having sufficient funds available to cover the cost of the solar project. Motion by Marsh, seconded by McKenna to approve the treasurers report, all ayes motion carried.

Directors Report:

Saturday position has been filled. Discussion on background checks. This item is to be added to the June agenda.

Staff meeting was held with all staff on May 7, 2025, staff went over updates, and summer activities. Ten or more events/programs are planned for the summer. Discussion on how all events should be promoted. The library will begin to accumulate email addresses of patrons

that would like to receive a notice of events. June agenda to include the development of policies for the distribution of information to those email addresses.

Activities:

- Summer internship applications are still being accepted until May 23.
- Will attend Wabeno Elementary School to promote the Summer Reading program.
- Summer Reading kick-off party is June 14th from 11:00 a.m. to 1:00 p.m. Games, prizes, lunch.

Committee Updates:

Friends of the Library update was given by McKenna. Discussion on Friends and LCPL, Friends sponsored events vs. Lakes Country Library events, input was received from Brubaker.

Building Expansion Committee:

- Fundraising Diner: was more of a celebration, \$4000.00 was raised prior to expenses.

Policy Committee:

- Updates to the personnel policy were presented
- Changes were suggested and agreed upon
- Motion by Markusen to accept the personnel policies with the presented revisions and the agreed upon revisions, seconded by Granke, all ayes motion carried.
- Updated policy is to be copied and handed out to all board members at the June meeting.

New Business:

Directors Position Description: The 8/23/2023 approved description will be used for evaluation purposes to be held in June.

Performance Evaluation form: The form that was revised on 4/20/2023 will be used.

Director Evaluation Process:

1. The library director will complete an evaluation form (self-evaluation) and submit it to the Personnel Committee chair, via a sealed envelope.
2. Each member of the Personnel Committee shall complete a performance evaluation form.

3. The Personnel Committee will meet, compare all evaluations, including the self-evaluation and comprise a single evaluation to present to the Library Board in closed session.
4. The Library Board will discuss and come to a consensus with the committee on the final evaluation and any other recommendations.
5. Personnel Committee will then meet with the Director to discuss the final evaluation, and any other actions that may be necessary.
6. Consensus was given to approve the above procedure.

Personnel Committee: The Personnel Committee is comprised of:

Marsh, Chairperson, McKenna, Markusen and Albers, Marsh as the chairperson is responsible for scheduling any necessary meeting(s) of the committee.

Director Licensure Information: Esserman is currently Grade 1 certified expires 9/30/2028. Continuing education of 100 hours, with a minimum of 10 hours in technology is necessary by 9/30/2028 to maintain license. Esserman is tracking hours for this purpose.

Unfinished Business: Discussion on Incident report template. Consensus for Esserman to develop the template.

Discussion on Committee's, members and term length. Item is to be on June agenda, with appointments as necessary.

Next Meeting: June 20th, 8:00 a.m.

Meeting was adjourned at 10:55 by president Albers.

Respectfully Submitted,

Joanne Roy, Trustee