

## **LCPL BOARD OF TRUSTEES MEETING MINUTES: June 20, 2025**

**Regular Meeting:** Called to order at 8:05 am, by president Albers. In attendance were board members Jeannine Albers, Kathleen Marsh, Judy Fellows, Michelle Gobert, Joanne Roy and director Katie Essermann. Absent: Deb Markusen, Linda McKenna, Leslee Granke.

**Agenda:** Motion to approve the agenda by Marsh, seconded by Fellows, all ayes motion carried.

**Public Presentation and Comments:** Article: An article “Don’t let libraries become political tools” was reviewed and discussed. The libraries collection policy is sufficient to deal with any objections to available material.

**Minutes:** Motion to approve the minutes of the May 16, 2025 Trustee Board meeting, with the addition of the word final before evaluation in #5 in the Director Evaluation Process was made by Marsh, seconded by Gobert, all ayes motion carried.

**Treasurer’s Report:** Essermann presented the financial reports. The list of vouchers was reviewed, motion by Gobert, seconded by Fellows, all ayes motion carried. Discussion on budgeting process. Motion by Marsh, seconded by Fellows to approve the treasurers report, all ayes motion carried.

### **Directors Report:**

Summer Kick-Off Party was impacted by the rainy weather and had to be moved inside. There were over 100 attendees with 55 children signing up at the party. 75 children are signed up as of today, with more being expected.

The two interns have started and are doing wonderfully.

Friends book sale did very well with proceeds of \$1200.00

List of summer events/programs is available currently have over 15.

### **Committee Updates:**

**Friends of the Library:** update was given by Fellows. Currently there are 82 members, dues are \$10.00, they have a brat fry coming up, they have received two small grants. Discussion on Friends and LCPL

### **Building Expansion Committee:**

- Marsh reported all paperwork has been submitted to get the project started. There was a question on insurance but that was cleared up. Discussion on insurance and the need to seek other quotes. Essermann is to provide the declaration of insurance pages and the agents name at the July meeting, this will be an agenda item.

**Policy Committee:** Nothing

**New Business:**

Minute recording: Discussion. Tabled until July meeting, to be an agenda item.

New hire background check: This is to be a SOP with a line in the policy. Esserman to provide more information on if she can sign up, and cost at the July meeting, Agenda item for July.

Incident and accident report template: Esserman provided Brown County's. Discussion. General consensus to follow and accept Brown County's templates making them our own. A need for a code of conduct policy was identified.

Newsletter: Esserman provided information on Mail chip. Newsletter could be developed quarterly. Esserman will continue to develop the email list.

**Unfinished Business:** Question from financial in May answer the advertising was for magnets.

Intern plan review- Objectives of the position, were reviewed and discussed, Intern handbook is being established. The Board requests that an exit interview be held with the interns.

**Closed Session:** Motion to convene in closed session per WI statues 19.85(1)(c) by Marsh, seconded by Gobert. Roll call vote: Voting Aye: Gobert, Fellows, Marsh, Roy, Albers, No nays, motion carried.

Motion to adjourn closed session by Fellow, seconded by Roy, all ayes motion carried, adjourned closed session at 10:07.

Motion to approve the director evaluation as presented by the Personnel Committee, including the directors' goals and objectives, due to the improvement outlined in the evaluation and in recognition of the efforts to improve by the director a 1% raise is hereby granted to begin July 1, by Gobert, seconded by Marsh, all ayes motion carried.

**Next Meeting:** July 18th, 2025 8:00 a.m.

**Meeting adjourned at 10:11 by president Albers.**

**Respectfully Submitted,**

**Joanne Roy, Trustee**