

LCPL BOARD OF TRUSTEES MEETING MINUTES: September 19, 2025

Regular Meeting: Called to order at 8:01 am, by president Albers. In attendance were board members Jeannine Albers, Kathleen Marsh, Deb Markusen, Linda McKenna, Kathy Chandler, Sally Bowers, Joanne Roy and director Katie Essermann. Absent: Michelle Gobert. Sally Bowers replaces Judi Fellows as a Townsend Trustee.

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

Public Presentation and Comments: Essermann stated she included in the packet a Trustee Tale article that comes out monthly. A news article was also added to the packet. Essermann shared a summary of the intern exit letters. Essermann shared an app board member's maybe interested in #5calls, which has local topics coming before the WI legislature along with representatives and contact information.

Minutes: Motion to approve the minutes of the August 15, 2025 Trustee Board meeting, was made by Chandler seconded by McKenna, all ayes motion carried.

Treasurer's Report: Essermann presented the financial reports. The list of vouchers was reviewed, as well as the financials motion by Chandler, seconded by McKenna to accept the vouchers as presented, all ayes motion carried.

Directors Report:

Friends book sale profits were \$1140.00

Summer Reading has ended, while a new record high of 127 youths signed up only 58 completed all 5 weeks, next years' goal will be to increase the number of completions.

Fall programs are being developed and planned.

First month of all solar resulted in a credit on the WPS bill.

Wi Library Association annual conference is set for Oct 28-31, Esserman will be attending. Esserman will report back to the board with a summary of the conference. Due to the dates no Trunk or Treat but will do something all week for Halloween.

Library Staff will have safety/security training on Oct 22 from 2-4 with the Sheriff's office.

EarthHaven museum was discussed.

School Supply drive will need to be more coordinated with Peggy from Bellin Clinic next year, only one donation this year.

Committee Updates:

Friends of the Library: Currently the Board does not have a representative, Esserman will fill that role as she usually attends the meetings. Discussion on Friends and funding.

Building Expansion Committee:

- Marsh reported that Jordan was not available to attend the ribbon cutting or talking session, she filled in and it went very well.
- November 19th speaker will be a representative from American Legion Post 44 concerning their support and involvement in the community.
- Marsh talked about the parking lot and need for repair, Marsh has contacted NEA, nothing further at this time.

New Business:

Computer backup: Essermann looked into Back Blaze as a way to back up to the cloud for off- site storage. She found that she can use Microsoft to do this by using the current license and has this set up and running daily. The board thanks Esserman for her efforts.

Insurance: New building value is at \$1,709,793 with the solar panels. Discussion. Decision to have Esserman contact the agent and increase deductible to \$10,000.00 and take the umbrella coverage at 1 million dollars. Esserman has completed the inventory and will also send that to the agent. Discussion on Errors and Omissions policy not being necessary. Discussion on by-laws. By-laws are to be on the October agenda. Policy manual was also discussed. Bowers asked if the Med Corp procedure was given to staff, as it is important that staff follow this in the event of an employee injury. Smoke alarms/detectors were also discussed, it was found that the building has none. Smoke detectors next meeting agenda item.

Unfinished Business:

Finalize 2026 budget: Motion by Chandler, seconded by McKenna to approve the final budget at \$221,465.34, all ayes motion carried.

Closed Session: Motion to enter into closed session per WI Stats 19.85(1)(c) do discuss Personnel issues by Markusen, seconded by Bowers, all ayes motion carried.

Motion to adjourn closed session and reconvene in open session by Albers, seconded by McKenna, at 11:01 all ayes motion carried.

Actions as a result of closed session: Board member Bowers will be a coach for the Director and meet once per month to go over objectives and accomplishments. Bowers will keep Director personnel file.

Director is to develop and update Library policies. The Personnel Committee is to update Personnel policies. Members of the Personnel committee are: Marsh, Chandler, Markusen, and Albers, Bowers will act as a liaison.

October agenda, Discussion and possible action on an additional employee.
October agenda Set date for a strategic planning meeting for the board.

Next Meeting: October 17, 2025 8:00 a.m.

Meeting adjourned at 11:03 by president Albers.

Respectfully Submitted,

Joanne Roy, Trustee