

LCPL BOARD OF TRUSTEES MEETING MINUTES: November 21, 2025

Regular Meeting: Called to order at 8:03 am, by president Albers. In attendance were board members Jeannine Albers, Kathleen Marsh, Deb Markusen, Linda McKenna, Kathy Chandler, Sally Bowers(via teams), Joanne Roy and director Katie Essermann. Absent: Michelle Gobert.

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

Public Presentation and Comments: Essermann stated she included in the packet a Trustee Tale article. Discussion on the possible need for an MOU with the municipalities for short-term and long-term facility needs. This is to be a Jan. agenda item.

Minutes: Motion to approve the minutes of the Oct 17, 2025 Trustee Board meeting, was made by Chandler seconded by Markusen, 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 financial reports, all ayes motion carried. Motion by McKenna, seconded by Chandler to approve the list of vouchers as presented, all ayes motion carried.

Directors Report:

The AAC (Administrative Advisory Committee) is voting to try out a new circulation system. This would be a change from Carl to Polaris. Esserman was in favor of this change, due to ease of use.

Pave Tech canceled the sealing of the new parking lot due to cold weather setting in. They will wait to Spring. Marsh commented that this was recommended to be done this year by Northeast Asphalt, the company that did the blacktopping. The pavement was one year old in July. The library board directed her to get this done in Oct per the minutes and it was not.

The Don & Ora Lea Bartels Charity donated \$1,000.00 to the library for books. Esserman is to send them a Thank you letter.

Staff training was held with the Oconto County Sheriff's department and went very well. Sheriff Skarban was impressed with the library's security system. Suggestion to the director to do a situation procedure every year and to compile emergency protocols, procedures and policies. Esserman is to also write him a Thank you letter.

Wi Library Association annual conference was a lot of fun; she enjoyed networking with others. The three sessions she enjoyed most included:

Games are not Optional, Board Appointments 7 Composition, Preparing for Intellectual Freedom Challenges.

Committee Updates:

Friends of the Library: Brubaker, president of the Friends stated that they have approved a calendar of events and budget for 2026. Dec 6 will be a pop-up book sale and they are having a bake sale today. Brubaker left the meeting after giving this update.

Personal Committee: Discussion on possible raises and Christmas bonus: Staff evaluations were completed by director Essermann, all were very positive. Motion by Marsh, second by Markusen to grant a 3% raise to the Assistant Library staff and Maintenance staff, all ayes motion carried. Motion by McKenna and seconded by Chandler to grant all staff a \$100.00 bonus to be added to pay checks in December, all ayes motion carried. The director evaluation was completed per the personal committee policy. Director evaluation will be discussed in closed session.

New Business:

Smoke Alarms: Esserman had talked with the Townsend Fire Chief, Dawn Herlache she suggested working with Martin systems for fire alarm systems. Discussion. Esserman will contact Herlache again to see if any businesses in the area use Martin Systems. She will also contact other library directors to see if they have any kind of fire alarms or systems. Marsh will talk with John (building project manager) for recommendations. Esserman was also directed to see if there are any grants available for fire alarm/suppression systems.

Secure email: McKenna would like to know how to send secure emails and believes the personal committee and possibly others should utilize sending password encrypted documents. Roy, will write up how this could be done.

Facility Issues: Marsh the back doors have gaps that allow critters to enter the building. Esserman stated that this problem has been fixed. Discussion on Brubaker's access to the mechanical room.

Bonding of the Treasurer was discussed and is to be an agenda item when information is available from the insurance company.

Unfinished Business:

Board By Laws: Discussion on possible changes. Motion to approve the change to Section 2. Terms, second paragraph to A board members (3) three-year term begins on the date of their initial appointment approved by the Town Board, by McKenna, seconded by Marsh, all ayes motion carried. The section 4 suggested change was not approved as it currently mirrors the Joint Library Agreement.

Snow Removal Bid: Bob Prosser stated he would not write up a bid but would continue to plow at the same \$100.00/plow rate. Hoffman Landscape submitted a bid for 2.00/minute for a truck, \$100.00/yd for sand/salt when needed. Motion by Bowers, seconded by McKenna to approve Hoffman Landscaping for snow/ice services.

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

Personal Committee members, Marsh, McKenna, Chandler and Albers were in attendance and went over the Directors evaluation with the director.

Motion to adjourn closed session and reconvene in open session by Albers, seconded by McKenna, at 12:08 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. Bowers will report back to the board on accomplishments, Bowers will not participate in any evaluation or closed session involving the Director.

Next Meeting: December 19, 2025 8:00 a.m.

Meeting adjourned at 12:09 by president Albers.

Respectfully Submitted,

Joanne Roy, Trustee