

## LCPL BOARD OF TRUSTEES MEETING MINUTES: December 19, 2025

**Regular Meeting:** Called to order at 8:00 am, by president Albers. In attendance were board members Jeannine Albers (via teams), Kathleen Marsh, Linda McKenna, Kathy Chandler, Sally Bowers, Joanne Roy and director Katie Essermann. Absent: Michelle Gobert, Deb Markusen.

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

**Public Presentation and Comments:** None.

**Minutes:** Motion to approve the minutes of the Nov. 21, 2025 Trustee Board meeting, was made by Mckenna seconded by Chandler, all ayes motion carried.

**Treasurer's Report:** Essermann presented the financial reports. The financials were reviewed, Bartels donation is in designated donations for books, motion by Chandler, seconded by Mckenna to accept the financial reports, all ayes motion carried. Motion by Marsh, seconded by Chandler to approve the list of vouchers as presented, all ayes motion carried.

### **Directors Report:**

- The Friends holiday book sale brought in \$236 & bake sale made \$1,265.
- Our story time with the Grinch event brought in 50 people!!
- The bonuses meant for hourly staff accidentally got put on my check as well, so I wrote out a personal check to reimburse the library for that mistake. The check number is 1129.
- Troy Hoffman, our new snow removal company, has done an excellent job making sure the parking lot is plowed and salted before we open.
- I plan to attend the 2026 annual and budget meetings to keep abreast of the goings on within the joint library's 4-towns.
- We now have temporary smoke detectors up as well as carbon monoxide detectors. This is until we decide on a smoke detection system to use.
- I have been looking into grants to apply for to help fund a smoke detection system. I will be applying for them in 2026.

- The library has a signed contract with PaveTech Solutions to have the parking lot seal coated and relined in the Spring of 2026. I will be contacted once the manager receives confirmation of the plants opening date in Spring.
- I have been continuing my work on an onboarding process by filling in a handbook. The day-to-day basics have been covered, and next I will be working on putting together a safety operating procedures binder with all of our policies, procedures and recommendations in one convenient location.
- Beginning in 2026, I will be starting each staff meeting by bringing up an emergency scenario for staff to work through and discuss. This will allow staff to become more familiar with the information within the safety binder, and give them ideas of how to handle emergency situations.
- Throughout 2025 the policy committee has been reviewing/updating our policies. The approvals/changes have now been updated in the full policy manual. The next steps for the policy manual include updating the endowment policy, creating a policy regarding our local history room, and creating a laptop policy which will allow patrons to borrow a laptop provided by the library. As it is an action item for the board to review the Policies in 2026 Bowers asked that a section be put on 2026 agendas to be reviewed. Chandler will write a policy for Travel & expense to be reviewed and added to the current polices.
- A thank you letter was sent to Sheriff Skarban for his hep with our safety training. Thank-you letters were also sent to those who donated money to the library.

### **Committee Updates:**

**Friends of the Library:** Pop-up book sale made \$236. Next meeting April 2026.

**Personal Committee:** Resignation letter from Marsh to resign from the personal committee was received. She stated that it was due to the DPI recommending that we not have a Trustee as a mentor for the director. She also stated open meeting laws. Bowers read from WI SS chapter 43 which allows for a Trustee to be a mentor. Discussion

### **New Business:**

- **Director mentorship program:** Discussion, decision to stand by former decision to allow the mentorship program for 6 months at that time it will be evaluated, using an evaluation of the director to determine if the program should continue or be ended.

- **Open Meeting laws:** Discussion. You cannot influence other board meetings by phone calls, electronically or other means outside a posted meeting.
- **Memorandum of Understanding:** This was to be developed between the library and the four towns outlining the need for expenses for up keep on the facilities. Table until January.
- **2026 Parking lot plan:** Marsh stated Pavetech uses an inferior product for sealcoating. Marsh presented a white paper on Asphalt and Seal coating see addendum A. She has talked to Waldvogel to confirm that it is more expensive to remove an inferior product so it is necessary to contract with a reputable firm. The board directs the Director to obtain bids by January meeting.
- **Emergency protocols, procedures, policies.** See directors report.
- **2026 Health Insurance:** The library contributes 20% of the premiums, which in 2025 was a rounded to a flat \$270. The director reported that her premium is currently 367.41 for medical which will raise to 424.89, dental premium is currently 14.31 and will go down to 12.88. Motion by Marsh to increase the insurance stipend to \$300.00 per month for 2026, seconded by Chandler, all ayes motion carried.
- **Policy Manual Updates:** See directors report. Agenda item for January, **action item for Board Members to review pages 1—15 prior to the meeting.**
- **PTO for library sub:** Causal employees should not receive PTO. Any accumulation of PTO should end prior to the first pay period for 2026. Agenda item for January for the board to discuss other means of compensation.
- **2026 board meeting dates:** Meetings in 2026 will be held on the 2<sup>nd</sup> Friday of each month beginning at 9:00 am.

### **Unfinished Business:**

- **Treasurer bonding:** Marsh stated that DPI says it is not required. Discussion. As it is not needed no further action is required.
- **Smoke System:** As smoke detectors are now in place no further action is required. A life span list for equipment will be developed by the director.
- **Director to contact Lumber Jake to clean solar panels.**

**Next Meeting:** January 9, 2026 9:00 a.m.

**Meeting adjourned at 9:39 by president Albers.**

**Respectfully Submitted,**

**Joanne Roy, Trustee**