

LCPL BOARD OF TRUSTEES MEETING MINUTES: APRIL 17, 2026

Annual Meeting: Called to order at 8:06 am, by president Albers. In attendance are board members Jeannine Albers, Kathleen Marsh, Linda McKenna, Kathy Chandler, Sally Bowers (via teams), Deb Markusen, Helen Schaal, Joanne Roy, and Director Katie Essermann. Absent: Michelle Gobert.

Election of Officers: Motion by Markusen, seconded by Schaal to nominate Chandler for President, no other nominations, motion carried. Chandler accepts,

Motion by Markusen, seconded by Chandler to nominate Marsh for Vice President, no other nominations, motion carried. Marsh accepts.

Motion by McKenna, seconded by Bowers to nominate Roy for secretary, no other nominations, motion carried. Roy accepts.

Motion by Marsh, seconded by Chandler to nominate Markusen for Treasurer, no other nominations, motion carried. Markusen accepts.

Annual meeting adjourned at 8:21, Former President Albers was thanked for her years of service to the library. Albers left the meeting.

Regular Meeting: Chandler called the meeting to order at 8:24. In attendance are board members Kathleen Marsh, Linda McKenna, Kathy Chandler, Sally Bowers (via teams), Deb Markusen, Helen Schaal, Joanne Roy, and Director Katie Essermann. Absent: Michelle Gobert.

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

Public Presentation and Comments: See Committee Updates: Friends below.

Minutes: Motion to approve the minutes of the March 2026 Trustee Board meeting, was made by McKenna, seconded by Markusen, all ayes motion carried.

Treasurer's Report: The financials were reviewed. Motion by Schaal, seconded by McKenna to approve the financial reports, all ayes motion carried. Discussion of phone service. Motion by Schaal to approve and pay the April vouchers, seconded by McKenna, all ayes motion carried.

Directors Report: April, 2026

- Teen (ages 14-17) summer internship applications are available! Applications are due May 23. Discussion on moving the date up. Katie will move it up.
- Upcoming staff meeting is April 29 to gear up for Summer Reading! The theme is, "Unearth a Good Book."

- Teen Zone has been updated to feature to book shelves, generously paid for by the Friends, for tween level books. This opens up the kid's area more and allow middle graders to enjoy some independence in the teen zone.
- I have an all-day training session on April 23 for the new cataloging system in Oconto Falls. New system is scheduled to be functional for August 2026.
- The April Friends meeting was canceled. First meeting of the year will take place on May 19.
- The Town of Lakewood donated \$600 to the library from their short-term rental proceeds. They also donate \$1 per dump ticket which equaled \$76 for March.

Upcoming programming includes:

Community Connections: April 23, Alley Diedrick

Spring Crafts for Adults: April 28

Speaker series: May 20, Dark Sky WI

Chair Yoga/ R&R Yoga every Wednesday. (Excluding April 15 & April 22)

Project Linus: no April date

ADRC support group: 3rd Thursday of month

Stitch happens: 1st & 3rd Tuesdays of month

Committee Updates:

Friends of the Library: Margaret Brubaker stated new friends' membership forms are out with a shirt purchase option. Memberships are 10.00/year. April meeting was canceled. Next meeting is May 19. Book sale will take place first to Friends members on May 21, will open to the public on May 22 & 23. This information was given early in the meeting under public presentation.

Personnel Committee: table to next month, Roy to look through minutes on if the Vice Chair is automatically a member.

Mentorship: Bowers stated they went through the evaluation; Katie needs to set goals Discussion on zoom link on agenda. Decision not to put it on the agenda but to provide a link via email communication. Bowers would like the new president to attend the next staff meeting to introduce herself. Reminder that the Trustees are not to be involved with the direction of personal, but an introduction is fine. Marsh requested that at the end of the mentorship (June) a report is requested with an evaluation of what was accomplished. Bowers left the meeting.

New Business:

- Discuss advertisement in Nicolet Express: Discussion on size of ad. The Nicolet Express will be sent out as a free publication much like the pioneer express was. They are planning on a trial of 5 publications to see if the ad support is there which would enable them to continue. Motion by Markusen seconded by Marsh to place a ¼ page ad for the 5 publications, all ayes motion carried.
- Circulation: Table to next month.
- **Policy Manual Updates:** Endowment Policy: Discussion: Decision to set up a committee. Committee Members are Marsh, Chandler and Roy. Due to new members being added to the board in April no new pages are assigned to review. Agenda item for April, Bowers and Esserman to rework some areas of pages 15-28 including the food and beverage section and Owl pages. **Assigned Trustee reading: pages 31-38 of the policy manual.** Bring your corrections/suggestions to the May meeting.

Unfinished Business: May agenda: Circulation: ideas to increase. Endowment policy. Bowers & Esserman rework of Owl, food and beverage sections of policy manual pages 15-28. Insurance has been updated to the requested limits, no further action.

Board Comments and Directives:

- Chandler requested that March and McKenna provide some need-to-know items prior to their departure from the board next April.
- Board members should come up with a what do we want to accomplish over the next year.
- Endowment committee to set meeting date.

Next Meeting: May 15, 2026 at 8:00 a.m.

Meeting adjourned at 9:21 by president Chandler.

Respectfully Submitted,

Joanne Roy, Trustee