

## LCPL BOARD OF TRUSTEES MEETING MINUTES: MAY 15, 2026

**Regular Meeting:** Chandler called the meeting to order at 8:00. In attendance are board members Kathleen Marsh, Linda McKenna (arrived at 9:00), Kathy Chandler, Sally Bowers, Deb Markusen, Helen Schaal, Joanne Roy, Michelle Gobert (via Teams) and Director Katie Essermann.

**Agenda:** Motion to approve the agenda by Bowers, seconded by Schaal to approve the agenda with the addition of policy updates for the pages 31-38, all ayes motion carried.

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

**Public Presentation and Comments: Garden letter from Brubaker:** Essermann read a letter submitted by Margaret Brubaker asking the board to talk with the snow removal contractor concerning the planted areas, Plants and other items were damaged even though the areas were marked, items used to mark those areas were also damaged. Essermann was directed to obtain a list of items and cost from Brubaker for reimbursement purposes, she is also to thank Brubaker for her work and dedication. Essermann will meet with the snow removal contractor next fall to go over areas keeping in mind patron safety is the most important factor.

**Treasurer's Report:** The financials were reviewed. Motion by Schaal, seconded by Chandler to approve the financial reports, all ayes motion carried. Motion by Marsh to approve and pay the May vouchers, seconded by Schaal, all ayes motion carried.

**Directors Report:** May 2026

- We received two grants from the Nicolet Library System. One for \$654 to help purchase new items for our children/teen collection, and one for \$840 to support library programming with purchasing books as prizes.
- Summer internship applications were due on May 9<sup>th</sup>. Interviews will take place for applicants during the week of May 11, and will start working in the beginning of June. Discussion: Two interns, one paid for by the Friends the other by donations.
- We had some staff turnover and are currently hiring. The deadline to submit an application is 5 p.m. May 18.
- Our current phone company, Lumen, will be doing work at the library the week of May 18. They need to replace the deregulated copper lines with updated, and more efficient, equipment. There should be minimal to no interruption to our phone system while they work.
- Friends of the library book sale is May 22-23, with the members only early entrance happening on May 21.
- Reminder the library is closed for Memorial Day, Monday May 25.

- Our summer reading kick-off party is set for Saturday June 6, from 11-1. There will be games, food, prizes and the ability to sign up for our children's summer reading program.
- The summer events calendar will be finalized for the beginning of June.
- Waldvogel is confirmed to reseal and restripe our parking lot. They are just waiting for good weather to do so. Total cost will be \$7,492 which will be paid for using the remainder of a grant received during the expansion project.
- Upcoming programming (see website or stop in library for more details):
  - Speaker Series: May 20
  - Jar Creations Craft for Adults: May 26
  - Garden Class: May 27
  - Community Connections: May 28
  - Chair Yoga/ R&R Yoga every Wednesday 9:00/10:00
  - Project Linus: No May date
  - ADRC support group: 3<sup>rd</sup> Thursday of month 1:30-2:30
  - Stitch happens: 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays of month 2:00-4:00

### **Committee Updates:**

**Friends of the Library:** Next meeting May 19, 2026 Brat Fry June 27

**Personnel Committee:** Follow up on Members: Discussion on Vice President being assigned by an approved motion from 6/20/2024, which is not in compliance with the trustee essentials. Discussion on resignations from committee, will be tackled in a by-laws committee. Chandler appointed Marsh, Bowers, Schaal and McKenna.

**Mentorship:** Bowers stated they discussed the turnover in personnel and the process for exit interviews and rehiring.

**Endowment Committee:** An updated policy was presented by Chandler. She is waiting for feed back on this and then will proceed to run it past others before presenting to be adopted into the policy manual.

### **New Business:**

- Proposal for public art by Johanna Poethig- Essermann stated Poethig was applying for a grant to install different forms of art at the library. The theme would center around books and birds. Discussion. Motion by Markusen to support the grant application and upon approval of the grant, that the art would need to be approved by the board prior to installation, seconded by McKenna, all ayes motion carried.
- Safety Manual: table approval until next month
- Mini-strategic plan for Board of Trustees- table

- Establish a by-laws committee: Chandler named herself, Roy and Schaal to the by-laws committee.

**Unfinished Business: Second check signer:** Chandler: as elections were held in April and Albers was the prior president, she needs to be removed as the second signatory at the bank and another person or position named. Motion by Marsh, seconded by McKenna to designate the president of the Library Board to be the seconded authorized signature for all banking purposes. All ayes motion carried.

**Policy Manual Updates:** Endowment Policy: see above. No new pages are assigned to review. Agenda item for June, Bowers and Esserman to Present rework of some areas of pages 15-28 including the food and beverage section and Owl pages. Review of pages 31-38. Personnel committee is to review: PTO, Holiday Schedule, Grievances. **Assignment for Board members:** to submit comments to Marsh on personnel section

**Closed session:** Gobert left the meeting, teams session was terminated.

Motion by Bowers, second by Roy to enter into closed session as per WI Stat 19.85(1) taking a 5-minute break from 10:02 to 10:07, Roll call vote: Bowers aye, Schaal aye, Marsh aye, McKenna aye, Roy aye, Markusen aye, Chandler nay, motion carried 6-1.

Motion by Schaal, seconded by Chandler to end closed session

**Actions:** Director is to develop questions for a formal exit interview along with a written form for responses. As the policy currently states that exit interviews will be conducted by the personnel committee, which is not in compliance with the Trustee essentials. The policies will be honored and the personnel committee is to offer an interview to the two former employees who just left. The personnel committee is to update the policies to reflect Trustee Essentials. Essermann and Bowers are to develop an employee handbook.

**Next Meeting:** June 19, 2026 at 8:00 a.m.

Meeting adjourned at 11:01 by president Chandler.

**Respectfully Submitted,**

**Joanne Roy, Trustee**