

LCPL BOARD OF TRUSTEES MEETING MINUTES: JUNE 19, 2026

Regular Meeting: Chandler called the meeting to order at 8:02. In attendance are board members Kathleen Marsh, Linda McKenna, Kathy Chandler, Sally Bowers, Helen Schaal, Joanne Roy, Michelle Gobert and Director Katie Essermann. Absent: Deb Markusen. Visitor: Margaret Brubaker.

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

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

Public Presentation and Comments: None.

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

Directors Report: June 2026

- Our kickoff party was a success! Two volunteers brought the Doty firetruck, Northern Paws Pet Shoppe brought a puppy and a bearded dragon for the kids to pet and Mary Kendall offered the kids a bookmark craft. We had about 50 people in attendance for the kickoff party. Also, we currently have 70 kids signed up for summer reading, with the last day to sign up being July 18. Update now 76 kids signed up.
- We have two new interns for the summer, Taylor & Zech.
- We also have two new library assistants, Anna Larson and Nicole Lowery.
- The Friends book sale over Memorial Day weekend was a success and made \$1,238.50.
- Waldvogel has done half of the parking lot resealing. He is waiting for good weather to finish the rest. The director commented she expected it to be finished by the end of next week.
- I followed up with Margaret Brubaker about the plowing damages to the garden. We will work together this winter to try and prevent plow damage from happening again.
- The Lumen phone equipment work is completed and everything is working great.
- We have a LOT of upcoming events for all ages. Check out our website or stop in to find what's right for you!

Committee Updates:

Friends of the Library: Margaret Brubaker stated June 16th was the annual meeting Brubaker stated elections were held, she is still the president, they have no secretary, they do have a treasurer and audits are done. July 21st is the next meeting. They will have a Brat fry on June 27th at the Super Valu.

Policies: Marsh stated there was a bunch of formatting errors, she will send the corrections to the Director. The Technology/Behavior, Food/Drink and Exit interview procedure and questions, were reviewed. Motion to accept the presented policies with changes by Bowers, seconded by Linda, all ayes motion carried.

Brubaker left the meeting.

Director/Mentor: Bowers presented what was worked on and the results. The Director stated she found the mentorship very helpful. Discussion. Motion by Chandler to have a formal mentorship program consisting of:

1. First 6 months to meet formally on a monthly basis
2. Meet on a as needed basis after the initial first 6 month period
3. Mentor will report periodically to the board
4. The program is to be evaluated at the time of the Directors annual evaluation annually

Seconded by Gobert, **all ayes motion carried.**

By-laws Committee: Chandler stated the committee met and went over the past minutes of the Library Board to ensure nothing was missed, that needed to be added to the by-laws. Chandler has obtained and sent out sample by-laws to committee members for review. She will set up another meeting.

Endowment Committee: The committee is waiting for feedback on this and then will proceed to run it past others for corrections/changes before presenting to be adopted into the policy manual.

New Business:

- Library Sponsored programming: Discussion on Library Staff expectations
- School Board representative comments: Gobert commented on her obligations to the school and schedule. She will update the board on her school schedule once it is finalized by the District.
- Marsh stated that the Library Services Board would meet at Lakes Country Library on Aug 26 at 2:00 and she would like members of the board to attend.

Unfinished Business:

- **Second check signer:** Chandler: she has signed the signatory card at the bank.
- **Annual Calendar/schedule:** Was presented to the board by the director. Any comments or concerns are to be sent to the director by June 26th.
- **Safety Manual:** Discussion. Any changes should be sent to the Director by June 26th. Gobert will forward the Wabeno School district manual to the Director for comparison and possible additions. Table until July meeting.

Essermann left the meeting.

Closed session:

Motion by Marsh, second by Bowers to enter into closed session as per WI Stat 19.85(1) at 11:11, Roll call vote: Bowers aye, Schaal aye, Marsh aye, McKenna aye, Roy aye, Gobert aye, Chandler aye, motion carried 7-0.

Motion by Bowers, seconded by McKenna to end closed session at 12:49, all ayes motion carried.

Closed Meeting Actions: Work on information presented from exit interviews will be worked on through the personnel committee.

Next Meeting: July 17, 2026 at 8:00 a.m.

Meeting adjourned at 12:54 by motion from McKenna, seconded by Bowers, all ayes motion carried.

Respectfully Submitted,

Joanne Roy, Trustee