LCPL BOARD OF TRUSTEES MEETING MINUTES: JULY 17, 2026

Regular Meeting: Chandler called the meeting to order at 8:04. In attendance are board members Kathleen Marsh, Deb Markusen (stated she needed to leave @9:00, Kathy Chandler, Sally Bowers, Helen Schaal, Joanne Roy, Michelle Gobert and Director Katie Essermann. Visitor: Linda Denz.

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

Minutes: Motion to approve the minutes of the May 2026 Trustee Board meeting, was made by Bowers, seconded by Gobert, with edits (Mayl to be May, add t to brough) all ayes motion carried.

Public Presentation and Comments: Linda Denz, was present as she will be the next appointee to the Board from Doty.

Marsh presented letters to the board concerning the closed session held at the May meeting. Marsh stated that she was resigning as Vice-President of the Board and also resigning from the personnel committee. Marsh then left the meeting at approximately 8:18. Board members opened their letters and read them to themselves. Motion by Bowers, seconded by Schaal to accept Marsh's resignation as VP and from the personnel committee. We also believe we can find a way to move forward in harmony and work together as a board and consider the matter to be closed. The Board as a whole would like to thank Marsh for her years of dedication and service to the library in the various position she has held. The Board thanks her for remaining a valuable Board member.

Treasurer's Report: The financials were reviewed. Discussion on BE account, it Is to be added to the August agenda. Motion by Schaal, seconded by Gobert to approve the financial reports, all ayes motion carried.

Vouchers: Motion by Schaal, seconded by Gobert to approve the August vouchers, all ayes motion carried.

Directors Report: July 2026

- There was a mistake with the restriping of our front parking lot by Waldvogel. He gave me two options for fixing it, and I've picked to wait to have him fix for free next year. The alternative was for him to "blackout" his work now and restripe it, but he warned that it looks terrible when done that way.
- We are just about to the halfway point of the summer reading program. There are 106 kids signed up with about 40 completing their fifth and final week of reading.
- The library's 4 (6-month) CDs are maturing on July 13. We have until July 23 to make changes or else they will automatically renew at the same maturity value and term. Current term is 6 months at an interest rate of 3.25.

- The library received a, "Notice of Scoping Period Requesting Comments on Environment Issues for the planned **Northwoods Project**." This project involves the construction and operation of facilities by ANR Pipeline Company. Please see me if you wish to see a copy of the document which explains the project and how one can share their comments with the commission.

- Staff have started training on the new circulation software, Polaris. The changeover will happen in August with a few of limited services as the software gets transferred over. We will make this as smooth of a transition as possible, but there will be some service interruption. I am working on getting information together to start telling our patrons what this process will entail.

- I am getting a lot of work done on the onboarding procedures, staff handbook and safety manual.

- I had a staff member put in her notice of retirement. Lenore has been with the library since 2016 and plans to retire the end of August. Stop in on Fridays to see her and say your farewells before she leaves.

- We still have a lot of upcoming events for all ages. Check out our website or stop in to find what's right for you!

- I have recently gotten engaged, and will be getting married this October. I will also be moving to Stevens Point to be with my husband. Therefore, I have put in my notice of resignation. My last day will be September 18, 2026. I thank you all for this wonderful opportunity and for an amazing four years as your Lakes Country Public Library Director.

Denz left the meeting.

Committee Updates:

Friends of the Library: July 21 is the next meeting.

Director/Mentor: Bowers stated all is well. They are working through a transition list and the safety manual.

Personnel Committee: Discussion on work completed. Further work is necessary, add to the next regular meeting agenda.

By-laws Committee: Chandler presented the minutes, revised by-laws and explained our process. She asked all Board members to review the By-law revisions so we can discuss it at the August Board meeting.

Endowment Committee: The final draft of the Endowment Policy was distributed to the Board members. Chandler asked for permission to send it to Law one, Mark Bartels. This is a major change to the endowment policy and per the NLS recommendation, it should be reviewed by our legal counsel. Motion by Bowers to grant Roy permission to work with the Attorney on the endowment fund, and authorize the spending of Library funds for the attorney review, seconded by Markusen, all ayes motion carried.

Markusen left the meeting.

Unfinished Business: Safety manual, Essermann is adding sections that need to be added and working toward the finish line. It is not finished yet but will be by the time she leaves.

New Business:

- Library 6-month CDs are up for renewal. Discussion. Motion by Roy, seconded by Chandler to turn the current CDs at the increased value into 2-six-month CDs and 2- twelve-month CDs, all ayes motion carried.
- Library closure for system training, to Polaris: Discussion, Motion to allow closure of the library during the week of August 10 on Tues and Thurs from 12:00-5:00 by Bowers, seconded by Schaal, all ayes motion carried.
- Resignations: Board member, Director and staff. The Board would like to acknowledge the many years of service and a job well done by Linda McKenna, we hope she will continue to be active with the library. Her guidance and support throughout the years is/was invaluable, motion by Chandler, seconded by Bowers, to respectfully accept her letter of resignation all ayes motion carried. Chandler motions to accept the letter of resignation by Director Esserman, seconded by Bowers, all ayes motion carried. The letter of resignation by staff member Younkle was accepted by the director, the board also wishes Younkle a successful retirement and appreciate the positive comments concerning the director and staff. Due to the resignation of Marsh earlier today as VP, August agenda item is to elect a VP.
- Discussion on Marsh letter contents, is there a need for a formal response, no action taken.
- Directors and Officers Insurance: Chandler stated she had asked Zitlow about coverage from the Town, he stated he would look into it and get back to her. His reply was yes, you are covered when working on behalf of the Town. Chandler then called our agent Macy Pingel, she will check with their legal dept. Macy did upon the advice of their legal counsel state that the Board should obtain D&O Insurance for the board. It was their legal opinion that Trustees would be covered when working on behalf of the Town Board, but not when solely working on behalf of the library. Agenda item for Aug.
- Board work session, hiring new director procedure, hiring committee: Chandler appoints Gobert, Schaal and Bowers as search/hiring committee members with Bowers as the lead. Motion by Roy to give the search/hiring committee with the job description as discussed, the authority to post the position for hire by the end of July, seconded by Chandler, all ayes motion carried. Discussion on NLS e-mail set up. Motion by Gobert to have Esserman direct NLS to create two e-mail accounts one to be director@lcpl.com for all directors to use in the future, and directorsearch@lcpl.com to be used by the search/hiring committee for application processing, seconded by Roy, all ayes motion carried. The committee will vet candidates down to 3-5 and set up the procedure to get down to the successful candidate. Motion by Gobert to allow Bowers and Roy to offer the interim director position to a current employee, second by Schaal, all ayes motion carried. Motion to approve extra hours for staff as needed during the director transition by Bowers, seconded by Schaal, all ayes motion carried. August 19th will be the first cut-off for applications; the committee will re-post if necessary.

Next Meeting: August 21, 2026 at 8:00 a.m.

Meeting adjourned at 11:42 by motion from Bowers, seconded by Gobert, all ayes motion carried.

Respectfully Submitted,

Joanne Roy, Trustee