LCPL BOARD OF TRUSTEES MEETING MINUTES: August 21, 2026

Regular Meeting: Chandler called the meeting to order at 8:04. In attendance are board members Kathleen Marsh, Deb Markusen, Kathy Chandler, Sally Bowers, Helen Schaal, Joanne Roy, Michelle Gobert and Director Katie Essermann. Visitor: Margaret Brubaker.

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

Minutes: Motion to approve the minutes of the July 2026 Trustee Board meeting, was made by Bowers, seconded by Gobert.

Public Presentation and Comments: Essermann and/or Chandler read a thank-you note from Linda McKenna.

Treasurer's Report: The financials were reviewed. Noted was a donation from McKenna. Discussion on number of books /weeding and replacement. The board directed that a comment box be made available to patrons. Motion by Schaal, seconded by Chandler to approve the financial reports, all ayes motion carried.

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

Directors Report: August 2026

- The new library cataloging system is Live! The new app for patrons to use will be available starting Wednesday August 19. We will be helping patrons download and log into their accounts.
- The Friends of the Library brat sale on August 8 made a total of $815.45.
- The Friends of the Library upcoming book sale is on September 4-5, with early entrance for Friends members on September 3 from 1-4.
- Our Murder Mystery (escape room) event went great! Two groups partook in it and both, completed the mystery under the allotted time. The winning group had 6 minutes to spare out of the two-hour time limit.
- The summer reading program is coming to an end with August 22 being the last day kids can collect their prizes. Grand prize winners will be chosen on August 24.

Committee Updates:

Friends of the Library: They held a Meeting on August 18. Margaret commented that they are lacking leadership on some events. She also stated there would be no September meeting.

Personnel Committee: Discussion on possible changes/updates. Motion by Gobert to approve personnel policy pages 19-34, with the changes discussed, seconded by Schaal, roll call vote was taken, all ayes, motion carried.

Search Committee: The committee interviewed 2 applicants. Both candidates were asked the same questions and were scored using a rubric. The first candidate scored higher and could come in and do the job. The second candidate was very qualified but scored a little lower. The second candidate ended up withdrawing her application. There has been another application but the applicants' qualifications lay more in marketing. It was decided not to interview this applicant but to pass her information along to NLS. Discussion on further questions for a second interview for applicant #2. Consensus was to use the unasked questions developed by the committee. Discussion on a travel allowance for applicant #2 to come to the area as she lives out of state. Motion by Chandler, seconded by Markusen to allow up to $750.00 for travel reimbursement with receipts, all ayes motion carried. This motion needs to become a policy. The candidate should be invited to come prior to the next board meeting, August 28th and Sept 2 are possible dates for the interview/visit.

Budget Committee: Chandler stated that the committee had prepared the 2027 budget and passed it out. Discussion, a few minor changes were made moving amounts between line items. Motion to approve the budget with the changes discussed by Roy, seconded by Gobert, all ayes motion carried. The board directed Essermann to distribute the budget to the four towns.

By-laws Committee: Tabled until the September meeting.

Endowment Committee: Chandler stated that Attorney Mark Bartels has basically re-written the endowment policy. Tabled until September so the policies can be compared. Bartels also prepared a gift policy.

Unfinished Business:

- **Insurance:** Directors and Officers insurance (aka: Errors and Omissions). Chandler talked with Bartels on how much the Board should purchase, he suggested 2 million. She received quotes from our current insurance carrier for ½ million at $558., 1 million at $698, 2 million at $1047, 3 million at 1222. Discussion on the need for this insurance. Motion by Bowers to purchase a 2-million policy, seconded by Markusen, all ayes motion carried.

New Business:

- Vice President election: Schaal nominates Bowers, seconded by Markusen, Bowers accepts. 3 calls were made for further nominations; none were brought forward. A unanimous vote was therefore cast for Bowers; Bowers is elected as vice president.
- Electrician Work: Essermann stated she contacted a master electrician Sackett to replace the bathroom fan and to install a light in the large print section where it is very dark. Total cost would be approximately $987.50. Motion by Marsh to proceed with the electrical work, seconded by Chandler, all ayes motion carried.
- Credit Card: Essermann stated the library credit card is attached to her information and therefore needs to be cancelled. Motion by Bowers to have Essermann cancel the card by Sept. 18, seconded by Schaal, all ayes motion carried.

Closed Session: The intent to enter into closed session per WI Stat 19.85 (1) for the purpose of discussing staff compensation was made by Chandler.

Motion by Schaal, seconded by Markusen to enter into closed session at 11:47.

Motion by Roy, seconded by Chandler to end closed session and reconvene in open session at 11:51, all ayes motion carried.

Motion by Bowers to grant a retro pay increase for a team member who has seniority from past work experience at the Library from June 1 and going forward to 18.54/hour.

Next Meeting: September 18, 2026 at 8:00 a.m. There will also be an open house sendoff party for Essermann from 12:00-2:00

Reminder of the County library meeting being held here on Wed., Aug 26 at 2:00.

Meeting adjourned at 11:54.

Respectfully Submitted,

Joanne Roy, Trustee