

SHERMAN & RUTH WEISS COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING AGENDA

Tues., June 14, 2022, 5:15 p.m. Please note new time.

Library Meeting Room and Zoom (Invitation below.)

Call to Order

Roll Call

Public Comments

At this time, members of the public are given the opportunity to address the Library Board on items not on the agenda. Please adhere to the following when addressing the Board:

- Please fill out a Public Comment or Public Hearing Appearance sheet if you wish to speak on an item.
- Comments will be limited to 3 minutes or less per individual.
- Comments should be directed to the Library Board as a whole and not directed to individual Board members.
- The Library Board cannot respond to your comments during this time.

Approval of the Minutes of the Previous Meeting

Treasurer's Report (Quarterly) and Bill Approval

Director's Report

Committee Reports and Updates

Old Business

Assistant Director Evaluation and Wages Discussion

Wisconsin Retirement System: Director is reading through information.

Repair/Repaint Art Display Wall Above Public Computers Still Pending

Bill Ryan provided contract. Spoke with him in late May; was assured he would provide proof of insurance & references.

Bid for Ceiling Tile: In progress

Leslie Sullivan and Landmark Conservancy Decision Re: Use of Conserved Land

New Business

Review May 2022 Revenue & Expense Reports from City; 2021 Year-End Review in Progress

Northern Waters Library Network (NWLN) Compliance Form (Needs vote and Board President's signature)

Motion to End Meeting

End Meeting

Molly Lank-Jones is inviting you to a scheduled Zoom meeting.

Topic: Library Board Meeting 6/14/22 **5:15 p.m. Note New Time**

Time: Jun 14, 2022 05:15 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83291806374?pwd=TTFsamIhbE1KRGFmT2xteElrNGhMUT09>

Meeting ID: 832 9180 6374

Passcode: 944806

Find your local number: <https://us02web.zoom.us/u/kefGQScgof>

Sherman & Ruth Weiss Community Library Board Meeting Minutes, May 10, 2022

The meeting was called to order at 4:30 by President Karen Duffy.

Members Present:

Molly Lank-Jones
Donna Yackel
Karen Duffy
Katie Pritchett–virtual
Ray Moeller
Kathy McCoy–virtual
Jesse Boettcher
Matt Ostrander
Ann Schleeter

Members Absent, Excused:

Linda Hand

Public Comments:

There were no public comments.

Approval of Minutes: A motion was made by Ray Moeller, seconded by Matt Ostrander, to approve the April regular meeting minutes. Motion carried by a unanimous voice vote.

Presentation: Leslie Sullivan of Tinkergarten gave a presentation on her proposed use of the outdoor facilities. Her first series of classes would include an orientation on June 6 and 8, and then semi-weekly one-hour classes from June 26 to July 27. The program is an outdoor class for children ages 2 to 8, limited to 15 families, using curriculum from Tinkergarten, which is a for-profit organization. More information is available at tinkergarten.com. Her program will not be held at the same time as Summer Reading activities. While Tinkergarten is in session, the public may still use the outdoor facilities, and is even allowed to join in the Tinkergarten activities. The organization has its own insurance.

Treasurer's Report: Other than the purchase of a 6-month CD, Ms. McCoy had nothing significant to report.

Bills and Vouchers: A motion was made by Ann Schleeter, seconded by Donna Yackel, to approve the March bills and vouchers. Motion carried on a unanimous voice vote.

Director's Report:

- Molly presented a written report which includes a compendious list of summer activities.

Committee Report:

- Matt Ostrander reported that the wood cleared from the sculpture garden was split and stacked for the American Birkebeiner Ski Foundation, who made a donation to the library of \$250.
- Karen Duffy suggested that we form a Buildings and Grounds Committee. The formation and composition of that committee will be added to the June agenda.

Old Business:

- Library administration is examining the possibility of library employees entering the Wisconsin Retirement System. The WRS gave Molly "a huge folder of information," which she is ruminating on. She hopes to regurgitate the contents for us at the June meeting, or July at the latest.
- Repair and repainting of the art wall above the public computers will be performed by Bill Ryan, once he has completed his job at Angler's.
- Matt Ostrander's appointment to the Board has been approved by the city.
- Molly L-J and Matt Ostrander will work together on a request for bids to replace ceiling tiles.

New Business:

- Regarding Leslie Sullivan's request to use the outdoor areas for Tinkergarten activities, Kathy McCoy suggested that Molly verify with the Landmark Conservancy that this will not violate our land use agreement. Molly will also replace the existing Meeting Room Calendar with a broader Facilities Use Calendar that will include outdoor areas. The Board recognizes that for-profit groups should pay a

nominal fee to use/reserve the outdoor facilities. Jesse Boettcher made a motion, contingent upon approval by the Landmark Conservancy and proof of insurance from any requesting organization, to charge for-profit groups \$10 per 4-hour increment to reserve and use the outdoor areas. The motion was seconded by Ray Moeller and carried on a unanimous voice vote.

- Linda Hand had requested a change of the Board's meeting time from 4:30 to a later time. After discussion, a time of 5:15 was arrived at. A motion to change the meeting time from 4:30 to 5:15, on a trial basis for the June meeting, was made by Ann Schleeter, seconded by Donna Yackel, and approved on a unanimous voice vote.
- The April 2022 Revenue and Expense Reports were presented; there was no discussion.
- The evaluation of the assistant director and the discussion of wages for that position were tabled until the June meeting.

Motion to End the Meeting: A motion to end the meeting was made at 5:42 by Ray Moeller, seconded by Ann Schleeter, and approved on a unanimous voice vote..

Submitted by Matt Ostrander, Temporary Secretary

SHERMAN & RUTH WEISS COMMUNITY LIBRARY BILLS TO CITY REPORT 6/9/22

Yellow highlight indicates atypical expenses or high annual expenses.

VENDOR	ACCOUNT #	AMOUNT
Cleaning Contract (Terry Moncel)	55110-210-000	1460.00
Norvado (Last month \$145.56) Not rec'd by 6/8/22	55110-220-000	0.00
Republic Svcs (Garbage) (Last month=\$161.85)	55110-290-000	165.84
Advance Printing (Summer Reading Banner) (Friends will reimburse library)	55110-310-000	80.95
NWLS (Annual bulk order of library and office supplies)	55110-310-000	986.48
APG Media of Wisconsin LLC (Ad in <i>Sawyer Co. Record</i> for Library Board Member Search) Emailed to City 6/1/22	55110-322-000	48.00
Hayward Post Office (Annual PO Box Rental)	55110-340-000	160.00
Amazon (55110-342-101 Books=\$19.95; 55110-342-102 DVDs=\$111.76)	See Vendor Column	131.71
Baker & Taylor (55110-342-101 Books=\$1815.37; 55110-342-103 Audios=\$166.02)	See Vendor Column	1981.39
Baker & Taylor (Book-NWLS Collection Development Grant)	55110-342-101	9.61
Xerox (5/1/22 Staff Copier=\$267.04; 5/1/22 Public Copier=\$43.49 Emailed to City 5/9/22) (Current: 6/1/22 Staff Copier=\$234.01) Three (3) Invoices	55110-350-000	544.54
Water & Sewer (Last month \$203.59)	55115-221-000	214.62
Xcel Energy (Electric) (02/22/22 to 03/23/22=\$715.15) (Current invoice: 3/23/22 to 4/23/22)	55115-222-000	696.96
WE Energies (Heat) (Last month=\$300.15)	55115-223-000	216.30
L&M Charge (3/4/22 Goof Off Spray Paint Remover=6.99) (4/18/22 16 pk Duracell Batteries=\$14.99—City pd in May) Current expense=\$6.99	55115-340-100	6.99
Per Mar Security (Annual Monitoring Services Fee-Emailed to City 5/9/22) (2021 Fee=\$863.88)	55115-351-100	899.28
Sub Total		7602.67

REIMBURSEMENTS FOR EXPENSES

VENDOR	PRODUCT	REIMBURSEMENT SOURCE	AMOUNT
Baker & Taylor	Books	NWLS Collection Development Grant	9.61
Baker & Taylor	Audios	Chequamegon Lions Club	166.02
Advance Printing	Summer Reading Banner	Friends of the Library	80.95
Sub Total			\$256.58

Sub Total \$7602.67 minus \$256.58 Reimbursement=Adjusted Total: \$7,346.09

Karen Duffy, President, Library Board of Trustees

Date