



Library Board of Trustees
Minutes of Regular Meeting December 14th, 2023

Trustees Present: Michele Merritt, Betsy Kremser, Arvid Maki, Ron Johnson, Maureen Rogers, Taylor Baert

Trustees Absent: Gail Hanson

Also present: Director Anne Miller, Miriam Flysjo

President Michele Merritt **called the meeting to order** at 5:36 p.m.

Motion to approve the agenda by Betsy. Seconded by Taylor. Motion carried unanimously.

Motion to approve the **Minutes for the November regular meeting** by Arvid. Seconded by Maureen. Carried unanimously.

Citizens' Comments – Anne helped round up some new (younger) volunteers to help the Friends of the Library. One of these individuals helped with the set up for the December book sale and two others are lined up to help in January.

Director's Report – The Village staff have been very helpful in answering Anne's questions about the library budget. Anne has received her Grade 2 Certificate to be a library director. The library will be promoting the Memory Care Kits (Reminiscence Kits) that were acquired as part of the Libraries Transforming Communities grant. Communication will be sent to Eagle Ridge Memory Care and Christian Community Home to let them know about the availability of these items. The library internet connection has been updated to fiber, providing speeds up to 250 mbps to library staff and patrons.

Monthly Financials – We are projected to have \$4000 left over in the budget that can be carried over into 2024. Betsy made a motion to approve the monthly financial results, seconded by Arvid. Carried unanimously.

Audit and Approved Bills – Motion to pay the bills by Betsy, seconded by Taylor. Carried unanimously.

Pre-approval of Specified 2024 Bills – Some items that the library is billed for have invoice due dates that are prior to the library board meeting date. They may actually have been paid by the Village prior to the board meeting. Examples are water and sewer, natural gas, internet, telephone, IT support, and building repair and maintenance. For the official record, the board should pre-approve payment of these items for the 2024 calendar year. Betsy made a motion to pre-approve payment of these types of bills, seconded by Arvid. Motion carried.



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Finalize 2024 Budget – The final version of the budget was presented and reviewed. The Village Administrator is aware that the amount the Village provides the library each year has not been increased since the library moved into the new building in 2018. Motion by Arvid, second by Maureen to approve the final version of the 2024 budget. Motion carried. Someone with grant-writing experience has volunteered to help Anne apply for grants.

Microfilm Reader & Printer Donation Money Transfer – The Osceola Historical Society (OHS) has contracted with the Wisconsin Historical Society to digitize all the Suns and predecessor materials. After a couple of years and a considerable investment of money, the project is still incomplete, and the issue of hosting the content hasn't been dealt with at all. Other area historical societies and Brenna Weston (Director of the Polk County History Museum) are interested in creating a consortium of organizations that could partner on grants to digitize and host collections of historical papers. Anne would like to meet with Mike Addy (OHS board member), Brenna, IFLS staff, and others to discuss this. Since the status of the project is up in the air right now, Betsy suggested holding off on transferring to the OHS the \$1000 donated by an individual to the library, originally for a microfilm reader/printer, and recently redirected to the OHS digitizing effort, until we have a clearer idea of where all this is headed.

Library Holiday Closures – Anne presented a proposed list of dates of library holiday closures for 2024: January 1, March 30, May 27, July 4, September 2, November 28-30, December 24, 25, 31. Motion by Betsy, second by Arvid to adopt the proposed list of closures. Motion carried.

Library Storage Unit/Library Garage Sale – The storage unit used by the library contains a lot of stuff that will never be used and should be disposed of so that the storage unit can be vacated. Anne asked the Friends of the Library if unused items could be put on a garage sale in June. A tent could be set up outside the library the same day as the book sale. There is room in the library for any items from the storage unit that need to be retained, either in an office or in the new storage cabinets in the workroom. Giving up the storage unit would save the library \$80/month. Arvid asked if we need to authorize the disposal of items that were purchased for the library. Anne thought there was probably no need since the library disposes of books and other items on an ongoing basis, but she will check with John Thompson (IFLS Director) to be sure.

Next board meeting will be January 11 at 5:30 pm.

President Merritt declared the meeting adjourned at 6:58 pm.

Respectfully submitted by
Ron Johnson, Library Board Secretary