



Library Board of Trustees
Minutes of Regular Meeting April 7th, 2025

Trustees Present: Taylor Baert, Gail Hanson, Ron Johnson, Arvid Maki, Michele Merritt, Deb Rose

Trustees Absent: Maureen Rogers

Also present: Director Anne Miller, Barb Wetzel

President Michele Merritt called the meeting to order at 5:30 pm.

Motion to approve the agenda by Deb, seconded by Gail. Carried unanimously.

Motion to approve the **Minutes for the March regular meeting** by Arvid, seconded by Gail. Carried unanimously.

Citizens' Comments – Barb Wetzel had questions about circulation statistics, such as how to determine which periodicals are being read in person in the library without being checked out. It was suggested that a box with slips of paper asking, "Which magazine did you read today?" could be placed in the periodicals section. Barb suggested that the library could have pamphlets reminding people that they can give a gift to the library or FOTL in memory of a loved one who has passed away. They do this at the St Croix Falls library. No one on the library board had any objections. Anne will look into this. Anne received an email from a very irate person (not a library cardholder or resident of the area) regarding the removal of Mr. Licky from the library. Mr. Licky has been adopted to a good home.

Director's Report – Anne noted that circulation statistics, which can vary greatly from month-to-month, are very much in line with variations in circulation for the entire IFLS library system. Dee Baraby, new Circulation Manager, began her employment with the library on March 17. Jen Lehman's last day working at the library was April 2. She had worked here since 2008 and will be sorely missed, especially her knowledge of Science Fiction books. One of the members of the Sci Fi Book Club will take over leadership of that group.

Monthly Financials – Motion to approve the financial report by Deb, seconded by Taylor. Carried unanimously.

Audit and Approve Bills – Tanya, Village Treasurer, has started the process of sending Anne actual bills for the library's share of building expenses. Motion to pay the bills by Arvid, seconded by Ron. Carried unanimously.

Library Strategic Plan Committee – Deb reported that the committee met on April 2 to get started on a survey. Anne came up with a draft that incorporated a lot of questions from other library surveys. The survey will have both paper and electronic versions. IFLS will set up the electronic version in Survey Monkey. In an effort to reach as many people as possible, including



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residents who don't necessarily use the library, the committee is looking at various ways to publicize/promote the survey. Some ideas: A bag drop (placing a slip of paper explaining the survey in grocery bags at Dick's Fresh Market), putting the survey in the school newsletter, placing surveys in various locations in the area, having someone sitting at Caribou Coffee to ask people to fill out the survey, using a QR code to take the survey, and possibly mailing out a small number of surveys. IFLS will compile the data from the surveys and help us look for themes that can be used when planning.

Credit Card Policy – Arvid had suggested creating this policy at the last board meeting. Anne presented a draft of a policy that allows the library director to have a library credit card that can be used for purchasing items that cannot be purchased through a business line of credit, by invoice, or by another purchasing process. If the credit card has a rewards system, the library director may use the rewards to purchase items for the library after receiving approval from the library board. A motion was made by Gail, seconded by Deb, to approve the new policy. Motion carried.

Review Challenged Materials and Reconsideration Policy – Anne presented a revised policy that included changes suggested at last month's meeting. The board suggested two additional changes:

- The second sentence under "Acknowledgement of Receipt of Request for Reconsideration" shall read "The complainant is sent a letter which describes the Library's procedure."
- The question "Who do you represent?" will be removed from the challenged material request form.

A motion was made by Deb, seconded by Arvid, to approve the Challenged Materials policy with the suggested changes. Motion carried.

Book Fund Money to Village – Interest from the Book Fund (\$900) needs to get transferred by check to the Village. A motion was made by Taylor, seconded by Gail, to do so. Motion carried.

Leisch Estate Funds – \$60,813.56 was deposited in the RCU account on 12/30/24. One idea for using the money was to install shade sails or an awning to make at least a portion of the library terrace more usable on sunny days. The awning ideally would automatically retract in bad weather. A small sign could be affixed to the inside of the terrace windows saying that the items on the terrace were provided by <name of donor>. If anyone has other ideas for the Leisch Estate money, let Anne know.



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Director Vacation (December) – Anne requested vacation days for December 5 – 13 of this year. Motion by Deb, seconded by Gail, to approve the request. Motion carried.

Next Meeting – The next board meeting will be held on Thursday, May 8 at 5:30 pm in Room 205.

President Michele Merritt declared the meeting adjourned at 6:40 pm.

Respectfully submitted by
Ron Johnson, Library Board Secretary