



217 W OAK ST.  
GLENWOOD CITY, WI  
BOARD OF TRUSTEES MEETING MINUTES  
September 09, 2022

**ATTENDING:** Nichelle Hart, Besty Schug, Director Rochel Karlson, Nicole Langman, Laura Draxler

**ABSENT:** Ken Peterson

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**I. CALL TO ORDER:** President Langman called the meeting to order at 6:02pm.

**II. PUBLIC COMMENTS:** None.

**III. SECRETARY'S REPORT:** Hart made the motion to approve the meeting minutes from the July 12th meeting, seconded by Langman, unanimous voice vote, motion carried.

**IV. APPROVAL OF BILLS:** Langman made the motion to approve the amounts of \$475.85, \$112.03, and \$275.00 to be paid to their respective vendors for the purchase of new library materials, children's area items, and the library's yearly film copyright licensure for programming. This motion was seconded by Schug, unanimous voice vote, motion carried.

**V. TREASURER'S REPORT:** Schug reported a current balance of \$19948.62 in the memorial account. Langman made the motion to add Laura Draxler as a signee for the library's account, seconded by Hart, unanimous voice vote, motion carried.

**VI. DIRECTOR'S REPORT:** Rochel reported that the two purchase items approved for the children's area have arrived, leaving a balance of \$2,016.15 left to use from the Community Foundation of Dunn County. A library card sign-up button has been added to the library website for patrons. The new shelving from Eau Claire Business Interiors has yet to leave the manufacturer with shipment and set up to be scheduled once they arrive. Upon arrival, the library will need to be closed until set up and media transfer is complete, approximately one week. Peter Rabbit Storytime at 10:00am on Fridays has been going well with between 5-12 children participating each week. Kids Craft Night will return following September 12th.

**VII. FRIEND'S REPORT:** A selection has been made for the donor tree to be hung at the entrance of the new library. The 43.5" x 47" wooden board will come with 150 polymer plates

made to look like brass. Engraving for the plates will run \$12.00 a plate with shipping and installation to be calculated from construction time and material costs. An initial cost of up to \$1750.00 was approved to be paid up front with the remainder to be due upon completion. The Friends plans to write up an application for a \$250.00 Trivent grant to help cover the cost of the printing necessary to complete set up for the Bookmark Competition. A prototype design has been made and copies of the finished design will be sent to the school in time for the event to go live next month. A discussion was held regarding a "meet the author" event for Quentin Skinner with the intention to hold this event late next spring/early summer (2023). The Friends will also be applying for a \$500.00 St. Croix Electric Grant for the purpose of expanding the library's large print book section.

**VIII. SCHOOL'S REPORT:** None.

**IX: CITY'S REPORT:** A new city representative will need to be appointed to the library board. Options for filling this vacancy are currently being explored. A meeting between the city and library boards will be scheduled to settle the deviation of utility costs in the new building.

**X. CURRENT BUSINESS:** Rochel plans to discuss the possibility of a dual administration system with the Dolly Parton's Imagination Library Foundation to aid in the library's ability to serve its desired patron population. A list of zip codes the library's branch of the foundation will need to be finalized along with informative presentations on the program to be given to the Lions Club and St. Croix Electric for the purpose of securing financial aid. The board has decided to place the purchase of an AWE Learning System on the FOL wishlist.

**XI. NEW BUSINESS:** In preparation for the joint library and city board meeting to discuss the deviation of utility costs for the new building, the library's comparative square footage usage and budgetary capacity has been calculated. Cleaning services will need to be factored into the financial deviation as well. Schug made the motion to increase Director Rochel Karlson's wage to \$17.25 from \$17.00 effective January 1st, 2023, seconded by Draxler, unanimous voice vote, motion carried.

**CLOSED SESSION:** Draxler made the motion at 7:07pm to enter into closed session per Wisconsin section 19.85(1)(c) statute for consideration of performance. President Langman called the roll unanimous voice vote motion carried. President Langman made the motion to move to open session at 8:35pm roll was called, unanimous voice vote in favor.

**XII. NEXT MEETING DATE | ADJOURNMENT:** Peterson made the motion to adjourn at 8:40pm, 2nd by Langman, unanimous voice vote, motion carried. The next meeting is scheduled for October 4th at 6:00pm.

Respectfully submitted,

Nichelle Hart.