

**MINUTES OF AUGUST 21, 2023 MEETING
BOARD OF TRUSTEES OF THE TOWN HALL LIBRARY
TOWN OF MERTON, NORTH LAKE, WISCONSIN**

- I. Call to Order:** The meeting was called to order at 3:45 pm by President Cull. Also attending were Trustees Herrick, Rogers Blum, Ruck, Vidas, and Library Director Iyengar.
- II. Public Input:**
None.
- III. Consent Agenda:**
- a. The Minutes of the July 17, 2023 were unanimously approved on Motion by Vidas and seconded by Ruck.
 - b. The Statistics report was approved as presented.
- IV. Committee Reports:**
- i. Director's Report was accepted as presented, including:
 - Circulation and attendance have been good. Digital use has increased significantly. The Summer Reading Program was a great success, both in participation and in donations to the Food Pantry.
 - Hunter Swanson, Young Adults Librarian, has begun to work full time, assuming tasks in the Children's Department left vacant by a staff resignation.
 - When the plumbing service replaced the pressure tank, we were informed that the well pump is not performing efficiently and should be replaced. Water leakage from the furnace was repaired; as were some more roof leaks in the same area repaired earlier.
 - The new Makerspace area for youth is open; the Buy-a-Book room has been located to the upper level, making it ADA compliant, and with room for more books; the young adult space is being arranged to make it more friendly and inviting.
 - ii. The Bridges Library System report was accepted as presented.
 - iii. Friends Liaison: No report.
 - iv. Foundation Liaison: No report.
 - v. Town Board Liaison: Herrick reported that the library must use all of its revenue funds or risk their loss; 2024 budget numbers are being developed by the Town.
- V. Financial Reports:**
- a. July, 2023 invoices for \$41,561.92 were unanimously approved on Motion by Rogers Blum, seconded by Vidas.
 - b. The July, 2023 Petty Cash Report for \$240.80 was approved unanimously on Motion by Rogers Blum, seconded by Cull.
- VI. Unfinished Business:**
- a. Motion by Cull, seconded by Vidas and unanimously approved to approve the Town of Merton Overhead charges.

VII. New Business:

- a. Policy updates/revisions were discussed. On Motion by Cull, seconded by Rogers Blum, the revised/updated policies entitled Public Relations, Donations and Gifts, Donor Recognition and Named Gifts, Public Notice Bulletin Board, and Tablet and Loan, were unanimously approved.
- b. After discussion, Motion by Vidas, seconded by Cull and unanimously approved to have 4-D Well and Pump Service LLC replace the well pump, as they had found the problem when replacing the pressure tank.
- c. Iyengar suggested converting the Buy-a-Book room into an adult study room. Motion by Herrick, seconded by Cull and unanimously approved, to have Jim Fleming Carpentry submit bids for the work.
- d. Iyengar submitted three bids for striping and seal coating the parking lot areas to make them ADA compliant. Following discussion Motion by Vidas, seconded by Ruck and unanimously approved to approve the bid from Everline Coatings and Services.
- e. A preliminary budget for 2024 has been requested by the Town. Discussion included possible roof replacement; a breakdown of costs to cover ADA compliance issues, and a 5% increase for all library staff.

VIII. Adjournment:

There being no further business, the meeting adjourned at 4:55 pm on Motion by Vidas, seconded by Herrick, and unanimously approved.

Respectfully submitted,

Mary L Rogers Blum
Secretary

Next Meeting: Regular Library Board of Trustees
September 18, 2023 at the Town Hall Library at 3:45 pm