

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

DECEMBER 15, 2025

- I. Call to Order:** The meeting was called to order at 3:45 pm by Vice President Mesenbrink. Also attending were Trustees Boettcher, Dolphin, Fleming, Rogers Blum, Ruck, Stover, and Library Director Iyengar.
- II. Public Input:** None.
- III. Consent Agenda:**
- a. The Minutes of the November 17, 2025 meeting were unanimously approved on Motion by Boettcher, seconded by Stover.
 - b. The Statistics report was accepted as presented.
- IV. Committee Reports:**
- i. Director's Report:
 - Statistics were steady in November, with increases in circulation and visitors. Program attendance and materials usage increased over 2024.
 - The Homeschool program has had a very successful beginning, and a variety of other programs offered have also been well attended.
 - Staff evaluations have been completed; SMART goals for 2026 will be established in January.
 - A food drive for the North Lake Food Pantry is being held until December 23.
 - The staff has developed a winter reading challenge program for all ages to be held in January and February.
 - A final draft of Strategic Planning 2026-2030 has been completed, and will be published online in January.
 - ii. Bridges Library System:
 - The reports were accepted as presented.
 - iii. Friends Liaison:
 - Dolphin reported the Friends hope to attract new board members as well as expanding memberships.
 - The Friends gave a holiday gift of treats to the library staff.
 - The Annual Meeting is scheduled for May 26.
 - The Friends will partner with the library for its 2026 anniversary.
 - iv. Foundation Liaison:
 - No report.
 - v. Town Board Liaison:
 - No report.
 - vi. School Board Liaison:
 - No report.

V. Financial Reports:

- a. November, 2025 invoices for \$55,011.79 were unanimously approved on Motion by Rogers Blum, seconded by Ruck.
- b. November, 2025 petty cash report for \$111.00 was approved unanimously on Motion by Boettcher,, seconded by Stover.

VI. Unfinished Business:

None.

VII. New Business:

- a. Motion by Rogers Blum, seconded by Stover and unanimously approved, to close the library for the 2026 Holiday schedule, as well as to close at 5:00 pm on November 25, and December 21, 22, and 23, 2026.
- b. Motion by Rogers Blum, seconded by Boettcher and unanimously approved, to adopt a revised Personnel Policy -Vacation and Leave - as presented by Iyengar.
- c. Motion by Mesenbrink, seconded by Stover and unanimously approved, to adopt a Makerspace Policy update as presented by Iyengar.
- d. Iyengar made a presentation on 2026-2030 Strategic Planning. After the discussion, Iyengar was instructed to make quarterly strategic planning updates to the board.
- e. A budget amendment was tabled for correction and approval via email on Motion by Mesenbrink, seconded by Stover and unanimously approved.

VIII. Convene in Closed Session:

- a. Pursuant to Wisconsin Statutes Section 19.85(1), the secretary called the roll to approve convening the meeting in closed session for performance review of the library director employment has jurisdiction or exercises responsibility, Board President. Boettcher, aye; Dolphin, aye; Fleming, aye; Mesenbrink, aye; Rogers Blum, aye; Ruck, aye; Stover, aye. Iyengar was asked to leave. Fleming left at 5:10 pm. Discussion followed. It was agreed Mesenbrink and Cull will discuss her performance reviews with Iyengar,
- b. Unanimous vote to reconvene in open session; no further business was discussed.

VIII. Adjournment:

There being no further business, the meeting adjourned at 5:27 pm on Motion by Boettcher, seconded by Stover and unanimously approved.

Respectfully submitted,

Mary L. Rogers Blum
Secretary

Next Meeting: Regular Library Board of Trustees
January 19, 2026 at the Town Hall Library at 3:45 pm