

Tomahawk Public Library Board of Trustees Meeting
Minutes Monday, February 20, 2023
Tomahawk Library CommunityRoom/BlueJeans

The meeting was called to order by Board President Pat Haskin at 4:31 p.m.

Present: Pat Brimacombe, Samantha Colburn, Pat Haskin, Paula Norman, and Barb Zastrow. Also present was Library Director Heidi O'Hare.

Excused: Julie Allen, Nancy Heribson

Pledge of Allegiance

ZastrowBrimacombe moved to approve the January minutes. Motion carried.

Zastrow/Colburn moved to approve the annual report. Motion carried.

Review Effectiveness. Haskins/Zastrow move to approve. Motion carried

No liaison report from Tomahawk Historical Society.

Closure, Opening and Book Pick Up

1.Goals and Framework:

Mission Statement created prior

Vision and Goals: Staff discuss what looking at, goals from library board when Heidi hired, A, B, C, D from library board. Have reached out to WiLS not in favor of spending \$1000. Go from original goals and staff discussions. Can add to list of accomplishments. (i.e..What does the spirit of service look like?)

Agreed we would look it over and bring suggestions to the next meeting. Include goals and framework for next month

2.Behavioral Policy

Comments from last month. Heidi has talked to troublesome patron at the front desk about inappropriateness. Conversations have been held with police department

3.Take action on inclement weather

How will they gauge making the call: Will travel be good at 7 when staff has to leave?
Make policy for distinctions.

Fundraising/Donations/Grant

The library has received the second payment of \$1000 from IEEE Science Kits for Public Libraries Grant. Staff will be purchasing items over the next few months for Tinker Tuesdays. After a few months in Tinker Tuesday, then available for checkout.

Looking to do a community grant with TB Scott next year (county wide)

Meeting with CREATE on Friday with other county partners to discuss grant.

Committee Reports

1. Building and Grounds

- a. Project list: City is working on a cage in the basement. New bookshelf for games in the children's area. Request from parents for a door gate so when having 2 toddlers parents can keep eye on both.
- b. CREATE and the library are discussing collaboration on a podcast and creating Memory Kits (a StoryCorps type project). The kits would include sound equipment, etc. for people to interview others about life stories and experiences. They are hoping to put together 1-3 kits within this year.

2. Finance Committee

- a. Haskin/Colburn moved to approve vouchers 113525, 113528, 113532-34, 113536-37, 113540, 113545, 113553, 113561, 113565, 113572, 113578, 113582, 113587, 113598.
Motion carried.
- b. Receipts/donations question at last board meeting. A ledger keeps petty cash/checks and then turned into city hall. Whatever is considered donations, isn't really in the budget. It is a line item. Different from city. This is true for memorials, donations, focus/future, balance from year before. Used for tracking purposes. Heidi doesn't know how it was done before.
- c. Personnel Committee
City has mileage reimbursement. Put dollar amount in so it is less confusing for staff. In budget 330. Revisit and put in amounts next time. Heidi will check into city pay out.

Library Director's Report

118 patrons on Valentine's Day. That's a high number for winter. An average winter day was 38 patrons when Heidi came. Around 80 patrons during the winter. 5 new families sign up with programming over Valentine's Day. Starting to plan summer, library week, and Home Show.

Concerns and Comments from Trustees:

Barb Zastrow commented on upgrades in the library and the resources for kids. Complimented Heidi and staff on the wonderful job. Feels it's a pleasant place to be

Future agenda items: Travel expenses from city and school and look at strategic plan.

The next meeting is scheduled for **March 20, 2023 at 4:30 p.m.**

Brimbacombe/Zastrow moved to adjourn the meeting. Motion carried. The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Paula Norman