

Tomahawk Public Library Board of Trustees Meeting
Monday, May 15, 2023
Tomahawk Library Community Room/BlueJeans

The meeting was called to order by Board President Pat Haskin at 4:38 p.m.

Present: Samantha Colburn, Pat Haskin, Nancy Herbison, Judith Nelson, Paula Norman and Barb Zastrow.

Excused: Julie Allen and Pat Brimacombe

Pledge of Allegiance

Public Comments: None

Zastrow/Colburn moved to approve the April 17, 2023 minutes. Motion carried.

Tomahawk Boy Scouts

Trey Morrison, from Troop 548, explained his Eagle Scout project of installing a bike repair station outside of the library which he plans to have completed by November. He will be doing all of the fundraising and taking care of the installation/maintenance. Discussion was held among the trustees as to the best place for the installation to minimize vandalism. Norman/Zastrow moved to approve the bike repair station at the library. Motion carried.

Nelson had no report from the Tomahawk Historical Society, although she noted that progress is being made in the basement area.

Library Business: Closure, Opening and Book Pickup:

1. O'Hare presented the tentative poster for the CREATE/Library Space and Lab time. She will be making some possible time and working space changes to the information.

Fundraising:

1. Ethel C. Eklund Trust. This is a new donation of \$12,500 to be used for solely for books.
2. Laurence C. Eklund Trust. Funds were received in April and are to be used for the purchase of books.
3. Nature Grant. O'Hare has not heard anything from the foundation yet.

Committee Reports:

1. Building and Grounds

- a. The outside fence by the air conditioner has been repaired, but there are still some issues due to its age.
- b. The gate for the community room will need to be installed by September.
- c. Cleaning has been completed for the City Hall storage cage.
- d. New fire exit signs have been ordered. O'Hare will contact a master electrician to install.
- f. Replacing the orange cord with permanent wiring to the condensation pump on the furnace is in process.
- g. All work has been completed after the elevator inspection.
- h. Vents on first floor have been cleaned by the library staff.

2. Finance Committee

- a. Haskin/Norman moved to approve vouchers 114008, 114013-15, 114018, 114024-25, 114037, 114049, 114053-54, 114063, 114080, 114085, 114096, 114101, 114105, 114117, 114120, 114126, 114128, 114130. Motion carried.
- b. The 2024 Library Budget discussion has been tabled to the June meeting.
- c. The Lincoln County reimbursement letter is tabled until the budget is approved. Herbison/Nelson moved to approve the Oneida County, Price County, Taylor County and Langlade County reimbursement letters. Motion carried.

3. Personnel Committee

- a. Zastrow/Colburn moved to approve the 2024 Holiday Hours. Motion carried.
- b. The hiring of a CREATE/Library Space Lab staff person has been tabled until O'Hare has received funding from CREATE.

Library Director's Report

O'Hare reported that staff have begun weeding and reducing the audiobook collection. Circulation has been down in this area, and with the additional books being purchased through the donations, the space can be better utilized. The summer reading program and events are noted in the brochure included in the meeting packet. She also provided the link to trustee training information in the copy of the letter from ALA/United for Libraries.

Concerns and Comments from Trustees: None

Future agenda items: Budget, CREATE, step 1 of donation process.

The next meeting is scheduled for **June 19, 2023 at 4:30 p.m.**

Nelson/Zastrow moved to adjourn the meeting. Motion carried. The meeting was adjourned at 5:34 p.m.

Respectfully submitted,

Nancy Herbison
Board of Trustees Secretary

MINUTES FOR LIBRARY BOARD OF TRUSTEES

FINANCE COMMITTEE OF May 15, 2023

Meeting was called to order at 3:30 PM

Attendees: Samantha Colburn, Paula Nelson, Pat Haskin and Director Heidi O'Hare.

Heidi presented the budget she had worked on over the past couple months. It is necessary for a budget to be ready for approval by the city before it can be sent on to Lincoln County. The proposal included a 2.2802% overall wage increase. It was the desire of the Finance committee to increase this further as it is a well-established fact our director and workers are far below the average wages for Wisconsin Librarians.

After some struggle with the expenses, it was decided to cut as follows:

One of the papers (Tomahawk Leader is free to the library) - \$300

Postage - \$100

Audio Books - \$2,1000

Music - \$300

Reference materials - \$200

Total - \$ 3,000

Motion to approve of the reworked budget by Haskin, 2nd by Norman, Motion carried.

It was decided to recommend to the Board to proceed in 2024 to replace 1 furnace. Motion by Colburn, 2nd by Norman. Motion carried.

Income review: Statement letters to Oneida, Langlade, Price and Taylor Co's were reviewed. Motion by Paula, 2nd by Sam to approve.

Heidi will re-work the budget with the recommended changes and it will go to the board at the meeting in June.

Motion to adjourn by Haskin, 2nd by Norman. Motion carried.

Minutes drafted by Pat Haskin