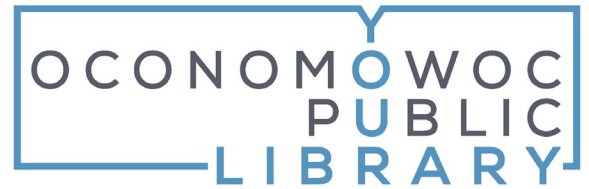


OCONOMOWOC PUBLIC LIBRARY

BOARD OF TRUSTEES



REGULAR MEETING MINUTES

MARCH 17, 2025

MEMBERS PRESENT

Barbara Elwood-Goetsch, Ben Nankee, Dani Clarkson, Sandee Lammers, Erik Ludwig, Kerry Hansen, Melissa Wood, Kate Kennedy, Jenny Hooper, Matt Mulder

MEMBERS ABSENT

STAFF PRESENT

Jen Puccini, Shannon Bartholomew

REGULAR ORDER OF BUSINESS

A. CALL TO ORDER-ASCERTAIN POSTING OF AGENDA-MEMBERS PRESENT

Ben Nankee called the meeting to order at 6:02 pm. Agenda was properly posted.

B. MINUTES OF PREVIOUS MEETING

Matt Mulder moved to approve the minutes of the February 17, 2025 Regular Board Meeting. Kerry Hansen seconded and motion carried.

C. COMMENTS FROM AUDIENCE

Patron expressed their opinion that they would like the Library Board to return to the previous weapons ban and not allow guns in the Library.

D. FINANCE AND STATISTIC REPORTS

The February 2025 Financial Report was reviewed.

The February 2025 Statistical Report was reviewed.

E. PRESENT VOUCHERS FOR PAYMENT

Kerry Hansen moved to approve the February 2025 vouchers totaling \$19,869.24.

Kate Kennedy seconded and motion carried.

F. COMMUNICATIONS & ANNOUNCEMENTS

The newsletter and recent articles were provided at the board meeting.

REPORTS

A. COMMITTEE REPORTS (ONLY BOLD COMMITTEES WILL PRESENT)

Planning Committee – B. Nankee, K. Hansen

Last Meeting – December 5, 2022; Next Meeting – to be scheduled

Nominating Committee – K. Hansen, B. Nankee, M. Wood, S. Lammers, B. Elwood-Goetsch, J. Hooper

Last Meeting – May 16, 2024; Next Meeting – to be scheduled

Finance Committee – B. Nankee, J. Aultman Kloth, S. Lammers, E. Ludwig, K. Kennedy

Last Meeting – June 28, 2023; Next Meeting – to be scheduled

Operations Committee – TBD

Last Meeting - September 8, 2022; Next Meeting – to be scheduled

B. DIRECTOR'S REPORT

Budget/Finance

Thank you to Sharon Jesse for her \$500 donation from Northwestern Mutual.

Building/Facilities

Building Maintenance is getting a quote on the ceiling tiles above the checkout desk. There are 320 tiles that we will be getting replaced.

Friends of OPL

The Friends Book Sale will be April 25-27, 2025. Library Trustees are dues-free members of the Friends, and are welcome to shop the members-only sale, which will be Friday, April 25 from 4 to 6 pm.

The Friends have a wonderful display in our display cases this month. Please check it out.

Operations

The Library building will close at noon on Friday, April 18 (Good Friday); will be open on Saturday, April 19, and will be closed on Sunday, April 20 (Easter).

Personnel/Continuing Education

New Youth Services Assistant Katherine Cooper is doing great. She is officially trained and doing programs and working reference on her own.

Programming

We have a blood drive at the library about eight times a year. Both the Red Cross and Versiti come to the library for donations.

Lizzie Brazelton had her first Pokémon program at our library and it was a big hit with the tweens and teens. She had over 20 kids attend and they want to do it again, so Lizzie plans to do more Pokémon programs.

Jennie Fidler started a tweens Graphic Novel Book Club. This month she had 5 attendees who all came excited to talk about the book. She said it was awesome to see the kids really into it and chatting with others they had just met. The kids were so excited about the book that she had to do some crowd control because everyone wanted to talk at once. She also noticed most of the copies of our next book (which are available for pickup at the Checkout Desk) have been checked out, so she is anticipating our next meeting to be a good size.

Beyond our regular cycle of adult programs, April will feature a Midwest Gardening Webinar, a Bicycle Touring Expert Tutorial, and an art history lecture on Van Gogh!

We also had our first Mural Makers meet up for patrons of all ages to help create our Summer Reading Program decorations. A family that attended said they had been looking forward to the program all day. Our Seed Library is back up and running for the season. The Seed Library is a collection of open-pollinated and heirloom seeds that you can borrow to plant and grow at home. Our seed collection depends on donations and seasonality. You'll see different seeds available at different times, so check in frequently to see what's available. Our Seed Library was started thanks to a generous donor.

How It Works

- No check out needed.
- Choose the seeds you would like – no limit!
- Plant them at home.
- Harvest seeds from your mature plants.
- Donate your seeds back to the Library to share.

Donating Seeds

- Donate seeds at the Checkout Desk in a labeled package along with your name and contact information.
- Donations can be store bought or self-harvested (see Collecting Seeds below).
- We can only accept heirloom or open-pollinated seeds.

Collecting Seeds

- Seeds are usually ripe about two months after the plants have flowered.
- Harvest flower seeds when they are “ripe”.
- Collect seeds when the plant is dry, not during wet weather.
- Allow the seeds to dry further by spreading them out on a paper plate or paper towel in a warm, dry location.
- Once they are completely dry, the seed should be cleaned.
- If they are in pods, remove the pods. If they are in seed heads, rub them between your fingers until they are broken apart. Remove the chaff.
- Store the seeds in a labeled paper envelope in a sealed glass jar.
- Store all seeds in a cool, dry place.
- Keep seeds for only one year to improve germination results.

NEW BUSINESS

A. FEH PRESENTATION ON SPACE NEEDS ANALYSIS

FEH will present results from the Space Needs Analysis. The conceptual design booklet is included in the board packet.

Sandee Lammers motioned to move the FEH Presentation on Space Needs Analysis to the beginning of the meeting. Kerry Hansen seconded and motion carried.

B. CONSIDER/ACT ON APPROVING 2024 STATE ANNUAL REPORT AND STATEMENT OF SYSTEM EFFECTIVENESS

Every year, the Library must report to the Wisconsin Department of Public Instruction on many aspects of the Library’s finances, staffing, patron use, compliance with standards, and more. The Statement of System Effectiveness is the last page of the annual report, where I indicated that we are pleased with services provided by our library system in 2024. Both signed documents were due on March 1, so Board President Ben Nankee signed them, per the board’s direction at the February board meeting. Now the board must consider/act on approving the documents retroactively.

Matt Mulder moved to approve the 2024 State Annual Report and Statement of System Effectiveness.
Kerry Hansen seconded and motion carried.

BOARD REMARKS

A. BOARD PRESIDENT REMARKS

Ben Nankee wished everyone a happy St. Patrick's Day.

B. BOARD MEMBER REMARKS

Jenny Hooper announced the OASD eliminated the position of District Librarian and her position on the board will be reappointed by the school district.

Matt Mulder spoke about the defunding of the Institute of Museum and Library Services and to contact your local representative to register your displeasure if you choose to do so.

ADJOURN

Erik Ludwig moved to adjourn the meeting at 7:02 pm. Jenny Hooper seconded and the motion carried.

Shannon Bartholomew, Administrative Coordinator