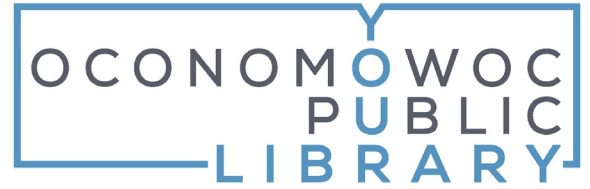


OCONOMOWOC PUBLIC LIBRARY

BOARD OF TRUSTEES



REGULAR MEETING MINUTES

APRIL 21, 2025

MEMBERS PRESENT

Ben Nankee, Sandee Lammers, Erik Ludwig, Kerry Hansen, Melissa Wood, Kate Kennedy, Jenny Hooper, Dani Clarkson

MEMBERS ABSENT

Matt Mulder

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 pm. Agenda was properly posted.

B. MINUTES OF PREVIOUS MEETING

Kerry Hansen moved to approve the minutes of the March 17, 2025 Regular Board Meeting. Jenny Hooper seconded and motion carried.

C. COMMENTS FROM AUDIENCE

No audience comments

D. FINANCE AND STATISTIC REPORTS

The March 2025 Financial Report was reviewed.

The March 2025 Statistical Report was reviewed.

E. PRESENT VOUCHERS FOR PAYMENT

Erik Ludwig moved to approve the March 2025 vouchers totaling \$51,574.21. Kerry Hansen seconded and motion carried.

F. COMMUNICATIONS & ANNOUNCEMENTS

The newsletter and recent articles were provided at the board meeting. A new Jefferson County representative has been appointed, replacing Barb Elwood-Goetsch.

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

The budget process this year will include a preliminary Committee of the Whole meeting on May 6. Each department and elected official will have time to share what their top three priorities are for the coming budget year.

Several representatives from Bridges Library System, including myself, attended the April 4, 2025 Joint Finance Committee listening session at the Wisconsin State Fairgrounds. Three librarians spoke on our behalf of the importance and libraries and funding.

Building/Facilities

Don Murray is working on gathering quotes for the 320 ceiling tiles above circulation, so we can get them replaced.

Communications

Waukesha State Bank came to our library on April 10 and gave wonderful prizes to our patrons in honor of Community Banking Month.

Friends of OPL

The Friends Book Sale was April 25-27, 2025. Library Trustees are dues-free members of the Friends and were welcome to shop the members-only sale, which was Friday, April 25 from 4 to 6 pm. The Friends had wonderful display in our display cases this month.

Personnel/Continuing Education

Kate Cooper will be moving up to 20 hours a week from 14 hours a week starting May 24. Kate is thriving in her position and is ready to take on more tasks.

Programming

We had a successful author visit with around 90 attendees. This was in collaboration with Books & Company.

Loki had a lot of fun at the YMCA for Storytime.

Our Great library Egg Hunt was a huge success. Lizzie had around 412 people attend. The teen volunteers (as well as staff at the circ desk) worked very hard to keep up with the constant flow of re-stuffing eggs and then hiding them again. Kids could get up to five eggs and they also got to make bunny ear crowns, spring baskets for their eggs, bunnies made from the outline of their hands, and they got to do coloring pages. Lots of parents and grownups stopped to express gratitude towards the program to Lizzie, as well as everything that we do at the library. And when it was time to wrap up they had a few kiddos who volunteered to find the rest of the eggs! Lizzie cannot wait to do it again next year.

We have two new recurring adult programs starting in the next month - Rambling Readers (a walking book club) and Mortalitea (an expert-led community group addressing death and grief).

Public Relations

Four high school students from Seminar Digital Communications class at Oconomowoc High School will be working on creating videos of our library for their course. They will make short and long videos promoting all our great services.

NEW BUSINESS

A. DISCUSS FIRST QUARTER STRATEGIC PLAN UPDATE AND STATISTICS.

The Q1 strategic plan updates and statistics were discussed.

B. CONSIDER/ACT ON APPROVING ALLOWABLE COSTS WORKSHEET

Every year, as a part of the Waukesha County budget process, Waukesha County libraries are required to complete an Allowable Costs Form which is used in the formula calculation for the county library budget request.

Erik Ludwig moved to approve the Allowable Costs Worksheet. Sandee Lammers seconded and motion carried.

C. DISCUSS A NEW MEETING ROOM POLICY

Discussed allowing patrons to rent the Lyke Meeting Room for private parties such as birthday parties or bridal/baby showers.

D. CONSIDER/ACT ON APPROVING A GIFT FUND REQUEST

We would like to purchase bags for 20 STEM Kits, which total \$1,028. We received a grant from IEEE (Institute of Electrical and Electronics Engineers) of \$2,000 to create STEM Kits. Our plan is to make 20 bags, covering areas of study in science, technology, engineering, and math. The grant will cover the cost of the materials that go inside the bags, and we request the cost of the bags come from the Gift Fund.

Kate Kennedy moved to approve the Gift Fund Request for 20 STEM Kit bags. Jenny Hooper seconded and motion carried.

BOARD REMARKS

A. BOARD PRESIDENT REMARKS

Ben Nankee invited board members to join the Nominating Committee and to advise if anyone was interested in holding a board officer position.

B. BOARD MEMBER REMARKS

Erik Ludwig thanked Barb Elwood-Goetsch for service on the board and is excited to see what the high schoolers will create for the Library.

ADJOURN

Kerry Hansen moved to adjourn the meeting at 6:44 pm. Jenny Hooper seconded and the motion carried.

Shannon Bartholomew, Administrative Coordinator