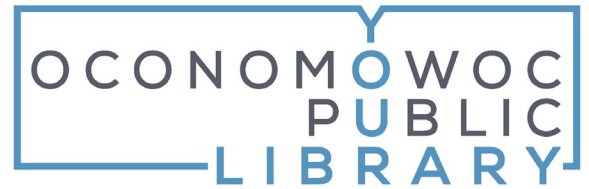


# OCONOMOWOC PUBLIC LIBRARY

## BOARD OF TRUSTEES



### REGULAR MEETING MINUTES

MAY 19, 2025

#### MEMBERS PRESENT

Dani Clarkson, Sandee Lammers, Erik Ludwig, Kerry Hansen, Melissa Wood, Kate Kennedy, Matt Mulder

#### MEMBERS ABSENT

Ben Nankee

#### STAFF PRESENT

Jen Puccini, Shannon Bartholomew

### REGULAR ORDER OF BUSINESS

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

Kerry Hansen called the meeting to order at 6:00 pm. Agenda was properly posted.

#### B. MINUTES OF PREVIOUS MEETING

Matt Mulder moved to approve the minutes of the April 21, 2025 Regular Board Meeting. Erik Ludwig seconded and motion carried.

#### C. COMMENTS FROM AUDIENCE

Patron stated he would like the Library to reinstate the weapons ban at the Library. Patron believes libraries and weapons do not go together.

#### D. FINANCE AND STATISTIC REPORTS

The April 2025 Financial Report was reviewed.

The April 2025 Statistical Report was reviewed.

## **E. PRESENT VOUCHERS FOR PAYMENT**

Erik Ludwig moved to approve the April 2025 vouchers totaling \$16,992.57. 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, E. Ludwig, K. Kennedy, M. Mulder, D. Clarkson

Last Meeting – May 19, 2025; Next Meeting – to be scheduled

Members present: K. Hansen, E. Ludwig, K. Kennedy, M. Mulder, D. Clarkson

Kerry Hansen Called the meeting to order at 5:35 pm.

Committee members nominated Kerry Hansen for President, Erik Ludwig for Vice President, and Kate Kennedy for Secretary.

Erik Ludwig moved to adjourn the meeting at 5:45 pm. Kate Kennedy seconded and motion carried.

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 included a preliminary Committee of the Whole meeting on May 6. Each department and elected official had time to share what their top three priorities are for the coming budget year.

#### **1. Finalize Building Project Goals**

Finalize building project goals based on completed Feasibility Goals and initiate appropriate next steps for project for a potential Capital Campaign.

#### **2. Combining reference and circulation desks into a single service point.**

Our goal is to have the new desk purchased by the end of 2025. The installation of the desk will happen late 2025 or early 2026. Once desk is installed, we may need new flooring, updated technology, and/or electrical work.

### 3. Increase our Library of Things Collection

The Library of Things is a collection of non-traditional items that supports creativity, lifelong learning, and social connection. At this time, we have Explore Passes, Hotspots, Rokus, Early Learning Kits, and Memory Care Kits. We will gradually add to this collection with donations and purchases.

### Collection Development/Reference

Wonderbooks are here and will begin circulating in June. Our goal is to have them out for patrons by the beginning of summer reading.

### Friends of OPL

Friends of OPL has a great swag shop.

<https://www.bonfire.com/store/your-opl-library-swag-store/>

They had a Board of Director's meeting on May 12. Their next meeting is August 11 at 6 pm.

### Personnel/Continuing Education

Debbie Thompson, one of our circulation staff, is retiring in June. We will miss her greatly. Current staff will be absorbing her hours.

Joe Di Mario is leaving us in June. We are looking into Taylor Computer Services to replace Joe's services. He has worked with this library since 2000.

### Programming

Ready or not, summer is approaching fast, and we're excited to share more details about the Journey of Dragons: A Library Challenge summer event!

The challenge will run Monday, June 2–Friday, August 29, 2025.

Like in previous years, the challenge encourages people to visit multiple libraries to complete their map to earn chances to win prizes.

This year, the committee's goal was to highlight libraries as places that offer not only incredible materials and services, but also allow for play, joy, and fun.

To reflect that, we've added a fantasy and game-inspired twist to the challenge.

Players will join a party of adventurers on a legendary journey within the four great realms of Bridges Library System.

They will visit libraries, gather letters and stamps, read stories, then piece together passwords to unlock the magic the dragons left behind to earn prize entry forms.

Learn more and meet The Adventurers: [bridgeslibrarysystem.org/dragons](http://bridgeslibrarysystem.org/dragons)

Jennie would like to highlight her awesome Homeschool @ the Library program. They talked about how rockets work and made stomp rockets to send up in the air. They had such a fun time outside making their rockets fly, and although they couldn't measure the height, some definitely went over 50 feet. Kids and parents enjoyed it so much that Jennie received requests for the resources she used because they wanted to replicate the fun.

Jennie Fidler has three interns finishing up this week, including two from Journey21. Angela Meyers (Bridges staff member) told Jennie she did a tour at Journey21 and ended up meeting both interns who talked about how much they love their library job. Our volunteer group from the YMCA will make their last visit for the school year next week. And we'll have some Kettle Moraine student volunteers here in early June for a service day.

Lizzie Brazelton has been very busy this month with library visits to the local schools promoting summer reading.

We had our first farmers market booth and connected with 200 people (including four Ludwigs:) to promote the upcoming summer program and other library information.

Our Summer Reading Program begins on June 2. Board members are invited to participate and can earn up to two books and two sets of coupons to local businesses.

Our programmers are working hard to finalize summer reading plans, including programs, prizes, volunteer orientation, and more!

Jen Puccini presented to the Rotary this month to share all the wonderful things the library has to offer and had a great discussion with the group.

## **NEW BUSINESS**

### **A. CONSIDER/ACT ON CERTIFYING THE LIBRARY'S COMPLIANCE WITH MINIMUM TO EXEMPT STANDARDS**

The process to exempt City residents from the county library tax each year includes two distinct actions. The municipality is required to certify the library tax rate. This action takes place in the fall, after the state releases its official Equalized Assessed Values in mid-August. The library board must also certify the library's compliance with various standards.

Sandee Lammers moved to approve Certifying the Library's Compliance with Minimum to Exempt Standards. Dani Clarkson seconded and motion carried.

## **B. DISCUSS A NEW MEETING ROOM POLICY**

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

## **C. CONSIDER/ACT ON APPROVING CAPITAL BUDGET REQUEST**

Capital requests are due to the Finance Department by May 23, 2025. These are for projects over \$10,000 that need to be completed in 2025 and 2026. I recommend the Library Board approve \$60,000 for electrical, technology and flooring for the new desk. We are taking down two desks and putting up a new one in a new location. We will need to run some electricity and technology to the new location and repair flooring where the old desks were located.

Matt Mulder moved to approve Capital Budget Request. Erik Ludwig seconded and motion carried.

## **D. CONSIDER/ACT ON APPROVING SLATE OF NOMINEES FOR LIBRARY BOARD OFFICERS**

The Library Board's Nominating Committee will present a slate of nominees for your consideration.

Dani Clarkson moved to approve the Slate of Nominees for Library Board Officers of Kerry Hansen for President, Erik Ludwig for Vice President, and Kate Kennedy for Secretary. Sandee Lammers seconded and motion carried.

## **BOARD REMARKS**

### **A. BOARD PRESIDENT REMARKS**

No Board President remarks.

### **B. BOARD MEMBER REMARKS**

Erik Ludwig thanked Ben Nankee for serving as Board President.

## **ADJOURN**

Erik Ludwig moved to adjourn the meeting at 7:10 pm. Matt Mulder seconded and the motion carried.

Shannon Bartholomew, Administrative Coordinator