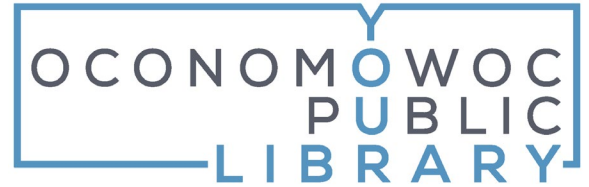


OCONOMOWOC PUBLIC LIBRARY

BOARD OF TRUSTEES



REGULAR MEETING MINUTES

AUGUST 18, 2025

MEMBERS PRESENT

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

MEMBERS ABSENT

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 6:02 pm. Agenda was properly posted.

B. MINUTES OF PREVIOUS MEETING

Sandee Lammers moved to approve the minutes of the June 16, 2025 Regular Board Meeting. Ben Nankee seconded and motion carried.

C. COMMENTS FROM AUDIENCE

No audience comments

D. FINANCE AND STATISTIC REPORTS

The July 2025 Financial Report was reviewed.

The July 2025 Statistical Report was reviewed.

E. PRESENT VOUCHERS FOR PAYMENT

Kate Kennedy moved to approve the July 2025 vouchers totaling \$21,121.54. Erik Ludwig 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,

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

Finance Committee – B. Nankee, 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

We will be purchasing our new combined desk within the next month and installing it early 2026.

Collection Development/Reference

Our Hoopla contract ends October 15. All Bridges libraries are submitting their 60 days on August 12.

On Thursday, August 14 all member libraries and Bridges will post communications to the public.

Communications

Trustee Training Week begins Monday, August 18, wistrusteetraining.com.

Loki had surgery on his eye Tuesday, July 22, paid for by the Friends. He is retiring in September and will have a program retirement party on September 13. We have a family that donated a new bearded dragon to the library.

Continued System Involvement

Bridges has a new director, Brittany Larson. She was the director of Muskego Public Library since 2017. Larson began her library career at Carroll University's library in 2003. She earned her Master of Library and Information Science degree from the University of Wisconsin-Milwaukee in 2009 and performed several roles at the Carroll University library before being appointed interim library director in 2015. Larson accepted the director position at Muskego Public Library in 2017, and because the Muskego Public Library is in the Bridges Library System, she has worked with Bridges Library System staff extensively over the years while in the role.

Friends of OPL

Friends of the Library Board meeting was Monday, August 11 at 6 pm.

Operations

On Tuesday, August 12 there was a local power outage and many people came to the library to use our Wi-Fi and study rooms. There were people working from home and students doing online school. They were thrilled that we were able to help them get through their day.

Personnel/Continuing Education

We recently hired Manda Ludwig as a part-time circulation clerk. She is doing a great job.

Kelsey Butterfield has accepted a position as library director of Muskego. Her last day was August 15. We will miss her greatly.

Natalie Hilmer, one of our part-time staff, has accepted the Reference Librarian position. She has her Master of Library Science degree and has many years of library experience. We are thrilled to have her full-time.

Planning

Feasibility Study Update: Jen Puccini has met with Jody from The Sweeney Group to discuss the process of the Feasibility Study.

A small group of city employees met on Friday to discuss Unstaffed Branch planning. The next step is to meet with the developer to discuss a possible location.

Programming

Summer Reading went great!!! We had 2118 people signed up this summer which is the highest number we have ever had for SRP sign up. Out of the 2118 at least 500 of these sign ups were adult. We love seeing all ages participating in our summer reading challenge. We are looking into doing a year-round challenge.

Snake Discovery was a huge hit. We had 252 people attend.

NEW BUSINESS

A. FEASIBILITY STUDY BRAINSTORMING SESSION WITH SWEENEY GROUP

The Sweeney Group brainstormed with the Library Board regarding fundraising.

B. CONSIDER/ACT ON APPROVING 2026 OPERATING BUDGET REQUEST

The draft request is included in your packet. At this point in time, we do not have wages and benefits included, which will be provided by the City, and some lines have tentative numbers from Bridges, including Waukesha County Funding (Line 3720), Services Non-IT (Line 210), and E-media (Line 325). Erik Ludwig moved to approve the 2026 Operating Budget Request. Ben Nankee seconded and motion carried.

C. CONSIDER/ACT ON NEW POSITION, "LIBRARY MARKETING SPECIALIST"

Please look over job description.

Kate Kennedy moved to approve the new position, "Library Marketing Specialist". Dani Clarkson seconded and motion carried.

D. DISCUSS SECOND QUARTER STRATEGIC PLAN PROGRESS REPORT

Progress made in the Strategic Plan. Quarterly statistics will be in the board packet.

Matt Mulder moved to postpone the discussion of the Second Quarter Strategic Plan Progress Report. Ben Nankee seconded and motion carried.

BOARD REMARKS

A. BOARD PRESIDENT REMARKS

No Board President remarks.

B. BOARD MEMBER REMARKS

No Board member remarks.

ADJOURN

Matt Mulder moved to adjourn the meeting at 7:25 pm. Ben Nankee seconded and the motion carried.

Shannon Bartholomew, Administrative Coordinator