



Board of Trustees

Meeting Minutes for

August 20, 2025

1. Call to Order

2. Roll Call

Andrea Galván

Conni O'Keefe

Dennis Martin

~~Emily Kent~~ - Excused

Evan O'Day

~~Karen Schill~~ - Excused

Michael Timm

Ron Rasmussen

Scott Kellogg

Susan Faust

Susan Feith

William Clendenning

3. Open Meeting Declaration

The open forum is at the option of the Library Board President and ground rules may be established in order to ensure the orderly conduct of business. Please keep in mind this is a meeting of the Library Board, open to the public, and not a public hearing. Persons who wish to address the Library Board may make a statement as long as it pertains to a specific agenda item. Individuals should not expect to engage in discussion with the members of the Library Board. The Board President may or may not respond to statements made.

4. Public Comment

Motion: Ron R - Motion to move 10a above 5 on the agenda due to Jame S. attending.

2nd: Susan Faust

Motion carried unanimously.

10. New Business

a. Elevator Project Update (James discussed the qualification of the contractor and feels they are well suited for the job.)

Motion Ron R - Approve the bid by Ascent Construction in the total of \$261,900.

Second Bill C.

Motion carried unanimously.



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-City Engineer was waiting for approval of the bid by the Library Board. Susan Feith will be in contact with the mayor (double checking that the contract is in his possession) for the signing of the contract, Connie will also need to sign the contract. Jewell may also need to send Ron at Ascent a notice to proceed. East Grand entrance construction can begin immediately. Elevator construction will be coordinated second, then the Lester Entrance construction will begin once the elevator is operational. An email thread exists between the involved parties, Connie will be added. \$500,000 Legacy grant for elevator covers elevator installation, remainder of grant may be authorized with consideration for other accessibility features as part of the project (push pads, etc.).

5. Approval of Previous Minutes

a. July 16, 2025 Board Minutes

Motion: Bill C. Approval of the July 16, 2025 Board Minutes.

2nd. Michael T.

Motion carried unanimously.

6. Treasurer's Report

a. Updating Officer Names on Financial Documents

Motion: Dennis M. Connie (President), Andrea(Vice President), Susan(Treasurer), and Ron() will be named on the document for the new year with Evan signing as Secretary.

2nd: Scott K.

Motion carried unanimously.

b. Monthly Finance Reports

c. Payment of the Bills

Motion: Approve the August 2025 bills in the total of \$45,464.34

2nd: Susan Feith

Motion carried unanimously

Motion: Ron. R - Approved the August 2025 Endowment bills in the total of \$4,855.00

2nd: Susan Feith

Motion carried unanimously.

7. Director's Report

a. Library Use and Events

-Two librarians are dealing with medical issues, so schedules are in flux.

-Facility Update: Rock stuck in door, leak in Eric's office.

-Teens and Study Room policies, things have been better since suspensions

-Heather's budget meeting with Mayor Zacher, Tim Desorcy, and Jake Cattanach will occur on August 12th to discuss the 2026 library budget.

-A number of unhoused community members (1-4) have been sleeping in the

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library garden at night. What direction should the board/library team take? The WRPD said that the library can address it as trespassing or do nothing. Resources available? Social worker connection? No UWSP intern this semester, but there is a city social worker available to utilize. Mary's Place? Only taking women and children. United Way/211. Middle path of providing resources, then contacting the police. Possibly have the police provide the information to them. Police department has a mental health navigator now. Want to create a relationship with the police department to take kind but swift action, don't want to deal with the negative effects of winter.

- b. Statistics
- c. Miscellaneous
- d. Meet the Board: No One this Month

8. Committee Reports

- a. Services Committee
- b. Buildings & Grounds Committee
- c. Finance Committee
- d. Personnel Committee

No committees met last month.

9. Unfinished Business

- a. Library Board By-Laws Review

Motion by Ron R. to approve the new library board by-laws
2nd. Michael T.
Motion carried unanimously.

- b. Committee Appointments

Services/Personnel Committee:

Chaired by Evan O.

Members: Andrea, Scott, Emily, Susan Faust, Bill

Finance/Building and Grounds Committee:

Chaired by Ron R.

Members: Susan Feith, Michael, Dennis, Karen

Conni will sit on both committees.

Chairs will reach out to members to schedule new meeting times.

- c. Endowment Fund Appointment

Conni appointed Dennis M., who volunteered to serve on the Endowment Fund board.



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Motion by Bill C. to approve appointment of Dennis M. to the Endowment Fund board.

2nd by Evan O.

Motion carried unanimously.

10. New Business

a. Elevator Project Update

i. ~~Construction Bids for Entrances~~ (Moved up in agenda)

b. Team Development Day

-How was this handled in the past? Katherine pre-planned library closing dates. Bill suggested and will talk to the chair of the county library board to possibly involve all county libraries. Library Board used to attend the luncheon and service awards.

c. Work from Home Policy Exploration

-We will wait and see what the city does with their work from home policy, Heather will work on drafting a policy based on her own thoughts, other library policies, and the city policy.

11. Information Requests

-Advanced notice of committee meetings/times.

-Radtko findings and future steps

-South Central/Shannon meeting pt. 2

-City/County Budget Meetings (10/16/25 county board library meeting)

12. Items for the Next Agenda

13. Adjournment

Motion by Andrea

2nd: Bill

Motion carried unanimously.

Meeting ended at 6:12pm