



Schreiner Memorial Library

Board of Trustees

Wednesday, October 11, 2023; 5:00 p.m.

Schreiner Memorial Library

113 West Elm Street, Lancaster, WI

Meeting Minutes

I. Call to Order Matt called meeting to order at 5:00 pm.

II. Roll Call - Lisa Zabel -present, [Cindy Busch](#)-present, [Josh McLimans](#)-present, [Matt Pennekamp](#)-present, Carrie Post-present, [Carolyn Ingebritsen](#)-present (5:08). Absent: Luann Droessler Also present [Martha Bauer](#)director.

III. Secretary's Report – Minutes of September 13th meeting -Cindy made a motion to accept the minutes from September meeting. Josh seconded. Motion passed unanimously.

IV. Treasurer's Report – Last Month's list of bills –Lisa Zabel made a motion to accept the treasurer's report. [Cindy Busch](#)seconded the motion. Motion passed unanimously.

V. Library Director's Report – Approval of fine fund expenditures – Martha will start including a count for how many people are using the library's wireless service. We will not be renewing the contract for window cleaning. We have a new grand piano donated from Bette Steinbrenner. Dave Kranz resigned from SWLS system. His last day will be Oct. 31. [Carrie Post](#)made a motion to approve the fine fund expenditures. Cindy seconded the motion. Motion passed unanimously.

VI. Public Comments, Presentations, and Communications -12-year-old Katherine Taylor donated 100 dollars to the library that she raised by painting faces this summer during the farmers market events. Money may be used however the board/ director sees fit according

to Katherine.

VII. Trustee Reports - The Library Foundation sent letters out to area businesses to get donations for the library. Marty Busch will help create a piano playing/upkeep policy. Carolyn mentioned a humidification system for the piano. Josh mentioned removing the barriers from the circulation desk. Martha also would like barriers removed to create a more welcoming environment.

VIII. Committee Report

- a. Plaza Committee - more to come
- b. Budget Committee -nothing

IX. New Business

- a. Choose New Financial Institution for Fine Fund Account - We received a letter that BMO is dissolving their branch in Lancaster. Desiring to keep the business checking account local, Martha has narrowed it down to Community First Bank which has a \$2,500 interest-bearing account. She would prefer online banking. Midwest One has a nonprofit checking account \$100 minimum balance that also accrues interest. Heartland CU also has a checking account option. Josh made a motion to approve the new financial institution for the fine fund account. Carrie seconded the motion. Motion passed unanimously.
- b. Staff Refrigerator Purchase - Matt made a motion to approve Martha to shop for a new refrigerator for the employee break room for up to \$1,200. Josh approved the motion. Motion passed unanimously.
- c. Community Room Alcohol Requests - Carrie made a motion to allow alcohol during the Red Hat Ladies event and Thanksgiving event. Lisa seconded the motion. Motion passed unanimously.
- d. Wisconsin Historical Society Membership Passes - Carrie made a motion to approve the purchase of one \$500 WHSM pass for checkout from the library for the 2024 season. Josh seconded the motion. Motion passed unanimously.
- e. Proposed Fine Free Plan - We would like to possibly have 3 phases for Fine Free Plan. Have a fundraiser(Kindness Wall) for outstanding balances, and give \$ to the foundation, raise printing fees, phase 3= fine free. Lisa motioned to approve phase one in clean slate as we move forward toward fine free library. Carrie seconded the motion. Motion passed unanimously.
- f. Proposed Circulation & Fee Policy changes - Carrie made a motion to approve the circulation and fee policy changes. [Carolyn Ingebritsen](#) seconded the motion. Motion passed unanimously.

g. Proposed Rest & Meal Period Policy – Josh made a motion to approve the proposed Rest and meal Policy. Lisa seconded the motion. Motion passed unanimously.

X. Adjourn Josh made a motion to adjourn. Lisa seconded the motion. Motion passed unanimously.

Next Meeting: November 8, 2023 at 5:00 p.m.

Notice to Library Board members; Grant County Herald Independent; WGLR; City Clerk