



Schreiner Memorial Library

Board of Trustees

Wednesday February 19 2025; 5:00 p.m.

Schreiner Memorial Library

113 W. Elm St.

Lancaster, WI 53813

Meeting Minutes

In-person and Virtual

<https://us06web.zoom.us/j/88665400818?pwd=Rx7ybkKSVj8J7e0rQ0OCcF9suF08z.1>

- I. Call to Order- Meeting called to order at 5:00 pm by Matt Pennekamp
- II. Roll Call- Board members present: [Carrie Post](#), Matt Pennekamp, Lisa Zabel, [Luann Droessler](#), Breanna Callahan, also present Martha Bauer. Absent members Carolyn Ingebritsen
- III. Secretary's Report – Minutes of January 8th Luann Droessler made a motion to accept the minutes. Breanna 2nd the motion. Motion passed unanimously.
- IV. Treasurer's Report – Previous Month's list of bills - The donations from Potosi for books will be specifically used for books that are purchased for Potosi, likewise with the Lancaster donations. The Hub donated \$600 to the library from a Kindness Day donation for books for the library. Yoto books for kids and adult books will be purchased for Potosi. Lions Club of Potosi has made some donations as well. A thank you will be run in the newspaper. Lisa Zabel made a motion to accept the treasurer's report. [Breanna Callahan](#) seconded the motion. Motion passed unanimously.
- V. Library Director's Report – Approval of fine fund expenditures Telephone system from [Keith Oyen](#). He has offered to donate some of the switches, and that saved us approximately \$3,000. March 20th group meeting to dig into the results from the Community Survey to get usable information for the Strategic Plan. Martha will talk to Mark about cleaning the carpets and waxing the floors. There have been several patrons that are making racist comments and demanding a quiet environment for newspaper reading. Martha will ask Keith Oyen to take a look at the people counting device hookup to try and fix it. It is supposedly having a power outage periodically and throwing the numbers off. [Luann Droessler](#) made a motion to accept the fine fund expenditures. Lisa seconded the motion. The motion passed unanimously.
- VI. Public Comments, Presentations, and Communications- none
- VII. Trustee Reports- none
- VIII. Committee Report- Foundation is anxious to get another member. The new member of the Board will potentially be a Foundation member. Library Board Meeting to be held at

The Hub in Potosi for the months of March 12, May 14, August 13, November 12 if they're able to facilitate.

IX. New Business

- a. Review 2024 Annual Report – Martha shared the Annual Report, discussion was held. [Luann Droessler](#) made a motion to approve the report. [Breanna Callahan](#) seconded the motion. Motion passed unanimously.
 - b. Review Computer Use Policy – Second Reading Martha offered options for rewriting the policy. Board members selected option 2 from Martha's suggestions. She will make several modifications to the actual Computer Policy Form that is signed by patrons. Martha will present an option for a formal vote at March's meeting.
 - c. Review Materials Policy – Second Reading – [Carrie Post](#) made a motion to approve the Review Materials with two slight changes as discussed. Lisa seconded the motion. Motion passed unanimously.
 - d. Fine Fund Account Audit – Luann found no discrepancies when she reviewed the fine fund. The petty cash account may have a spreadsheet set up
 - e. Compile list of potential library board candidates – Discussion, Martha shared a list of people for potential Board Membership to submit to the Mayor. Luann made a motion to approve the list for the mayor. Breanna seconded the motion. Motion passed unanimously.
- X. Adjourn-Luann made a motion to adjourn at 7:21 pm. Carrie seconded the motion. Motion passed unanimously.

Next Meeting: March 12, 2025 at 5:00 p.m. at The Hub in Potosi.

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