



Schreiner Memorial Library

Board of Trustees

Wednesday July 9 2025; 5:00 p.m.

NOTICE AND AGENDA

Schreiner Memorial Library

113 West Elm Street

Lancaster, WI 53813

In-person

- I. Call to Order - 5 pm by President Matthew Pennekamp.
- II. Roll Call - Present are Shannon Younce, Lisa Zabel, Matthew Pennekamp, Breanna Callahan, Brittani Reuter, and Carolyn Ingebritsen. Absent - Carrie Post. Also present library director Martha Bauer.
- III. Secretary's Report - Minutes of June 11th meeting - Action - Motion to approve minutes from June 11th meeting made by Shannon Younce, second by Breanna Callahan. Motion carries.
- IV. Treasurer's Report - Previous Month's list of bills - Action - Motion to approve the Treasurer's report made by Lisa Zabel, second by Carolyn Ingebritsen. Motion carries.
- V. Library Director's Report - Approval of fine fund expenditures - Action - Martha mentioned that she attended the June NetSW/PLAC directors meeting in Fennimore where 2026 costs to member libraries were discussed, Southwest Health has given us two blood pressure monitor kits - for Lancaster and Potosi, we've received a brand new Cricut crafting machine donation, we'll be having a 10-year building celebration on Friday September 12 with activities and live music, Brandi seems to be doing great in Potosi, the staff in-service day was very nice as we learned about our makerspace items more, Potosi cameras have been installed, and a library shelving company will give us a quote for what new shelving in Potosi would cost. Motion to approve the fine fund expenditures made by Carolyn Ingebritsen, second by Brittani Reuter. Motion carries.
- VI. Public Comments, Presentations, and Communications - Shannon mentioned crafting a thank you letter for our local politicians who supported budget increases in the new biennial state budget. The board would support this idea.
- VII. Trustee Reports - None
- VIII. Committee Report - Plaza - Another successful Night Market and Concert on the Plaza, there were less attendees and vendors, but still successful.

Budget - Still reviewing budget options. Budget committee met in June, July, and will meet again in early August to continue to look at possible scenarios for the 2026 library budget. Update again in August.

IX. New Business

- a. Alcohol request July event – Discussion, action – Motion to approve this alcohol request made by Shannon Younce, second by Lisa Zabel. Motion carries.
 - b. Officer election – Action – Callahan nominates Matt Pennekamp as President of the library board. Zabel makes motion to confirm the nomination of Pennekamp to President, Callahan seconds. Motion carries. Ingebritsen nominates Shannon Younce as Secretary of the library board. Pennekamp makes the motion to confirm the nomination of Younce as Secretary, Reuter seconds the motion. Motion carries. Pennekamp nominates Lisa Zabel as Vice President of the library board. Pennekamp makes the motion to confirm Zabel as Vice President, Ingebritsen seconds. Motion carries. Zabel nominates Brittani Reuter as Treasurer of the library board. Pennekamp makes a motion to confirm Reuter as Treasurer, Callahan seconds. Motion carries.
 - c. Committee appointments; Budget, Foundation, Plaza – Action – Brittani Reuter, Matt Pennekamp, and Shannon Younce will serve on Budget committee. Motion made by Pennekamp to confirm budget committee members, second by Zabel. Carrie Ingebritsen and Breanna Callahan will continue to serve on the Plaza committee. Motion by Pennekamp to confirm Plaza committee members, second by Younce. Motion carries. Carrie Post will continue on the Foundation and Lisa Zabel will join the Foundation Board. Motion by Pennekamp to confirm Foundation members, second by Ingebritsen.
 - d. Review Confidentiality of Records policy – Discussion, possible action – This was the first reading and review of the policy, will take a look at it one more time at next month’s meeting.
 - e. Review 2025 – 2028 Strategic Plan – Discussion, possible action – The new strategic plan was presented and discussed, the board found the document to be suitable for our purposes. Younce made the motion to approve the new strategic plan, second by Reuter. Motion carries.
- X. Adjourn – Motion to adjourn the meeting made by Reuter, second by Ingebritsen. Motion carries. 6:11 pm.

Next Meeting: August 13, 2025 at 5:00 p.m.

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