

A Regular meeting of the Wauseon Public Library was held on 12/10/2024 in the Wauseon Public Library Board Room and called to order by President Ann Oberski at 6:03 pm. President Oberski took roll call. Board members present were Ann Oberski, Tracy Behrman, Jo Bruner, Tammy Allison (arrived at 6:05 pm), Sheila Gruenhagen, Carolyn Manchester and Katey Maloney; additionally, Dan Baldwin, Director; Jen Basselman, Fiscal Officer; Mackenzie Keene, Head Librarian/Children's Librarian.

Public comment: None

Motion to approve the meeting minutes for the Regular Meeting on 11/12/2024 made by Jo Bruner. Seconded by Tracy Behrman. Aye: Ann Oberski, Tracy Behrman, Jo Bruner, Tammy Allison, Sheila Gruenhagen, Carolyn Manchester and Katey Maloney; Opposed: None; Abstain: None.

Motion to approve the November 2024 Financials made by Jo Bruner. Seconded by Sheila Gruenhagen. Aye: Ann Oberski, Tracy Behrman, Jo Bruner, Tammy Allison, Sheila Gruenhagen, Carolyn Manchester and Katey Maloney; Opposed: None; Abstain: None.

The following donations were received: Snack donations: \$15.66; Candee Babcock: \$1,200.00 toward new building construction; Sue Pike: \$100.00 for Children's Programming; Kathryn Weaver: two boxes of children's and teen books; Sue DeRoth: 2 mystery books "A Little Bird Told Me" by Laura Bradford and "Stranger in the Looking Glass" by Jan Fields; Dakota Robinson: "Chronicles of the Red King" by Jenny Nimmo. Motion to accept donations made by Sheila Gruenhagen. Seconded by Tracy Behrman. Aye: Ann Oberski, Tracy Behrman, Jo Bruner, Tammy Allison, Sheila Gruenhagen, Carolyn Manchester and Katey Maloney; Opposed: None; Abstain: None.

Personnel Committee: Members of the Personnel Committee are reviewing updates to job descriptions made by Baldwin, Keene and Basselman. Once feedback is received, Basselman will forward the policy updates to the Policy Committee for review.

Facilities and Equipment: Tracy Behrman shared that he removed the flower pots for the winter and put Christmas lights on the trees in front of the library. Behrman requested that the American flag be replaced and that the Carnegie portrait be lowered. Jim Kerr, Wauseon Downtown Association (WDA) offered to put up a sign for the library property donation. Oberski discussed options with Kerr for the sign use in the future including a donation of the sign from the WDA to the library, or allowing the library to reimburse the cost of the sign and transfer ownership, or remove the sign.

Finance/Audit/Records Retention: The committee reviewed the 2025 Temporary Budget appropriations for recommendation to the Board.

Policies and Strategic Planning: The Committee reviewed and recommended the Display of Public Information Policy. Motion to approve the Display of Public Information Policy made by Jo Bruner. Seconded by Tracy Behrman. Aye: Ann Oberski, Tracy Behrman, Jo Bruner, Tammy Allison, Sheila Gruenhagen, Carolyn Manchester and Katey Maloney; Opposed: None; Abstain: None.

The Committee discussed goals for 2025.

- 1) Get a 501c3 up and running:
  - a) Solicit donations and secure grant funding and collect donations
  - b) Create By-Laws
  - c) Board enlist and approve members
  - d) One library trustee will attend meetings
  - e) Allow investments and structure parameters for that
- 2) Input from the Board on messaging to place on the sign at the new property.
- 3) Discussion of new building goals for the coming year: Interview architects to get construction estimates with the preference to use a local firm.

Old Business: Keene updated the Board on Children's Programming in 2024.

#### New Business

Motion to approve the 2025 Temporary Budget Appropriations made by Jo Bruner. Seconded by Tammy Allison. Aye: Ann Oberski, Tracy Behrman, Jo Bruner, Tammy Allison, Sheila Gruenhagen, Carolyn Manchester and Katey Maloney; Opposed: None; Abstain: None.

Motion to approve closing at 6:00 pm on Tuesday, December 31, 2024 made by Tracy Behrman. Seconded by Tammy Allison. Aye: Ann Oberski, Tracy Behrman, Jo Bruner, Tammy Allison, Sheila Gruenhagen, Carolyn Manchester and Katey Maloney; Opposed: None; Abstain: None.

Motion to approve switching out 3 of the Chromebooks for 3 desktops Innovatek Solutions has ready for patron use. Utilize the Chromebooks for our Homeschooling families to have access to the Chromebooks during school hours and have them available to be used at the library for students who need to do homework and do not have their Chromebooks with them made by Jo Bruner. Seconded by Ann Oberski. Aye: Ann Oberski, Tracy Behrman, Jo Bruner, Tammy Allison, Sheila Gruenhagen, Carolyn Manchester and Katey Maloney; Opposed: None; Abstain: None.

Motion to approve that the Fiscal Officer will record all restricted donations toward the construction of a new library in the Capital Fund in a designated sub-account made by Sheila Gruenhagen. Seconded by Jo Bruner. Aye: Ann Oberski, Tracy Behrman, Jo Bruner, Tammy Allison, Sheila Gruenhagen, Carolyn Manchester and Katey Maloney; Opposed: None; Abstain: None.

The Board discussed multiple bids received for snow removal and lawn care at the new property. Motion to enter in a temporary agreement with Custom Turf Solutions for snow removal made by Jo Bruner. Seconded by Sheila Gruenhagen. Aye: Ann Oberski, Tracy Behrman, Jo Bruner, Tammy Allison, Sheila Gruenhagen, Carolyn Manchester and Katey Maloney; Opposed: None; Abstain: None.

Motion to adjourn made by Tracy Behrman. Seconded by Jo Bruner. All in favor: Ann Oberski, Tracy Behrman, Jo Bruner, Tammy Allison, Sheila Gruenhagen, Carolyn Manchester and Katey Maloney. Meeting adjourned at 7:26 pm.

Respectfully submitted, Jen Basselman, Fiscal Officer