

RICE LAKE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES – MINUTES FROM THE MEETING OF
Tuesday July 11th, 2023 at 4:00 p.m.
Rice Lake Public Library
2 E. Marshall St., Rice Lake, WI 54868

Members Present: Abby Fischer, Marsha Scherz, Bun Hanson, Chris Fitzgerald, Melissa Kozma, Stacey Wenzel, Amanda Morey, Gina Sookiyak and Jane Thompson

Members Absent: None

Others Present: Library Director Rachel Thomas, Public Services Director Claire Parrish

Call to order: Amanda Morey called the meeting to order at 4:00.

Public Appearances: None

Approval of minutes of the June 2023 meeting: A motion was made by Stacey Wenzel to approve the minutes from the June 2023 Board of Trustees meeting. Seconded by Abby Fischer. Motion carried.

Review and approval of bills from June 2023: Bills were reviewed and found to be in order. A motion was made by Marsha Scherz to approve the bills for June 2023. Roll call vote. Voting for: Marsha Scherz, Amanda Morey, Jane Thompson, Chris Fitzgerald, Melissa Kozma, Bun Hanson, Gina Sookiyak, Abby Fischer and Stacy Wenzel. Voting against: none. Motion carried.

Review of financial statements from June 2023: Discussed the received approval of addition of Visionware payment and update to Microsoft. Director Thomas reported that RLPL loan interest came through and we have a very healthy budget. Revenue has been increasing a bit within the Library. Discussed how adjustments are needed to reflect our existing staff in the future.

Statistics from June 2023: June saw an average of 38 patron visits per hour. 9,446 physical items were checked out, in the month of June 2023. Circulation is down a bit, most likely due to road construction & parking. Yet, numbers are impressive in the construction zone. Storytimes continue to be well-attended, with 378 participants for the month. Popular programs included Readapalooza Summer kickoff with 562 in attendance. Family Fun Night and Skate City were also well attended events. Eighty-nine new patrons were added in the month of June.

Director's Report: Director Thomas reported on exciting summer activities including Readapalooza kickoff. Upcoming programs include well attended Lunch Brunch throughout the summer on Mondays, Wednesday and Fridays at noon and a music performance by the Polka Dot Zebras. Discussed was Barron County Community Connections to Prosperity and Take Action Summit that was attended by Rachel. Also, in September, IFLIS will be our Library guests as they will be holding their meeting at RLPL. One library assistant will be leaving at the end of July, and the job is posted. The Public Services Director position will also be coming open.

Friends of the Library Report: Melissa Kozma reported that the Friends are not meeting over the summer months. Though the Friends group are still providing support with the well attended Family Night.

On June 1, FoL had a fundraiser at Applebee's, a portion of all sales were donated to FoL for library programs. Donation total was \$232.07. Friends of the Library will meet again in August.

Brief 6: Public Service Director Position/Description: Reported was the resignation of Public Services Director Claire Parrish as of Sept 1st, 2023. Discussed an increase in wages to reflect the position and requirements. A motion was made by Chris Fitzgerald, 2nd by Gina Sookiayak to change the position to an Exempt position with a salary range of \$60,000 to \$70,000.

Roll call vote. Voting for: Marsha Scherz, Amanda Morey, Jane Thompson, Chris Fitzgerald, Melissa Kozma, Bun Hanson, Gina Sookiayak, Abby Fischer and Stacy Wenzel. Voting against: none. Motion carried.

Discussion:

Director Thomas reported that she will be looking into staffing changes, job descriptions, wages and other activities in the future.

Comments: None.

Stacey Wenzel made a motion to adjourn the meeting. Seconded by Marsha Scherz. Meeting adjourned at 5:43 pm.

The next meeting is scheduled for Tuesday August 8th, 2023 at 4:00 pm.

Minute submitted by Jane M. Thompson.