

**RICE LAKE PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES – MINUTES FROM THE MEETING OF**  
**Tuesday January 9th, 2024 at 4:00 p.m.**  
Rice Lake Public Library  
2 E. Marshall St., Rice Lake, WI 54868

**Members Present:** Jane Thompson, Melissa Kozma, Abbey Fischer, Amanda Morey, Chris Fitzgerald and Gina Sookiyak. Marsha Scherz and Bun Hanson.

**Members Absent: 0**

**Others Present:** Library Director Rachel Thomas

**Call to order:** Amanda Morey called the meeting to order at 4:03.

**Public Appearances:** None

**Approval of minutes of the December 2024 meeting:** A motion was made by Marsha Scherz to approve the minutes from the December 2024 Board of Trustees meeting. Seconded by Marsha Chris Fitzgerald. Motion carried.

**Review and approval of bills from December 2024:** Bills were reviewed and found to be in order. A motion was made by Gina Sookiyak to approve the bills for December 2024. Seconded by Bun Hanson. Roll call vote. Voting for: Amanda Morey, Bun Hanson, Jane Thompson, Melissa Kozma, Abbey Fischer, Chris Fitzgerald, Gina Sookiyak. Marsha Scherz. Voting against: none. Motion carried.

**Review of financial statements from December 2024:** Director Thomas reported that 97% of the budget is spent. There is a trickle of bills still coming in. there should be enough to cover what is in the budget.

**Statistics from December 2024:** December had an average of 36 patron visits per hour, with an average of 331 patrons per day, 7,368 physical items were checked out. Storytimes were enjoyed with 267 participants for the month. We had a very fun month: 1,000 Books 4, Makerspace Teen 50 & Adult 9, Puzzle 17, Whiteboard 26, Scavenger Hunt 195. The Explore and Create 37. Winter Carnival 280, Embracing Books 9, Sustainable Safari 247 and Your Move 3  
Total Programming Attendance 1,144  
Computer usage 598  
New additional patrons of 56  
Meeting room 113  
New items 245  
Tech Help 1

**Review of Director's Report:** Director Thomas shared that we had a very busy, yet successful month in programming. The Winter Carnival was a big event. With the assistance of the Friends of the Library, the carnival was great and festive. A special Thank you to The Friends for making cookies and helping with the program. A new Bluey program was also a big hit this month. Other programs such as Storytimes, Lego Club, Chessheads, Explore & Create, Book Club, Adult Craftworks, Adult Game Night were well attended. The Sustainable Safari program was a very fun family night for all ages. We had a full house and were very pleased by the many that enjoyed the program.

The Library is excited for the upcoming 2024 programming. We have some new programs starting throughout the year. Some new programs listed are: Beginning readers book club called "See the Reader" (ages 5-7), New Pokemon Club, Board Game Club for teens, tweens and all ages. A monthly special Hotwheels themed story time.

For adults and community members, the Library will be hosting the Barron County Take Action Summit. Also, a New health program called SMART Recovery each Wednesday is facilitated by the Barron County Department of Health and Human Services.

The Library is excited to have the students from Northwoods Tech help at the library. They will be providing technical help to those that may need to learn some new skills.

**Friends of the Library Report:** Melissa Kozma reported that the Friends annual membership meeting will be held January 15th at 6:30. Speaker will be Randy Drost. All are invited to attend.

**Brief 1:** Director Thomas presented a description for the Outreach Coordinator Full-time position. She discussed the value and need for the possible position. Pointing out the need to fill extra vacant hours, community outreach, and the stability of a full time employee. The position can be created by not hiring the next two vacant part-time assistants (one just gave their notice). Turnover in assistant positions can be common because of the need for benefits.

**Comments:** Discussion on the options of the Outreach Coordinator Full-time position was open. After discussion, the board decided that option B was the best option.

Option B: To accept the position description and convert two part-time Library Assistant positions into one 40 hour/week full-time Outreach Services Coordinator position with the clarification that the two part-time positions converted would be the next two positions that become available.

A motion was made by Chris Fitzgerald to accept "Option B" and post the position internally first.

Seconded by Abbey Fischer. Roll call vote. Voting for: Amanda Morey, Bun Hanson, Jane Thompson, Melissa Kozma, Abbey Fischer, Chris Fitzgerald, Gina Sookiyak, Marsha Scherz. Voting against: none. Motion carried.

Adjournment: Motion was made by Jane Thompson to adjourn the meeting Seconded by Chris Fitzgerald.

Meeting adjourned at 5:01

The next meeting is scheduled for Tuesday February' 13th, 2023 at 4:00 pm.

Minutes submitted by Jane M. Thompson.