Minutes: Board of Trustees – July 22, 2026 (#034-26)

M I N U T E S
IFLS Library System
Board of Trustees
July 22, 2026

The Board of Trustees of the IFLS Library System met on Wednesday, July 22, 2026, at Hammond Public Library, 555 Klein Drive, Hammond, Wisconsin, and via Zoom. Duerkop called the meeting to order at 1:05 pm.

QUORUM AND CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW:

Joanne Gardner established that a quorum was present and certified that the meeting had been properly noticed in compliance with the open meeting law.

BOARD MEMBERS PRESENT:

Judith Achterhof (St. Croix County); **Mary Ellen Brue** (St. Croix County); **Susan Carroll** (Eau Claire County); **Jan Daus** (Eau Claire County); **Sue Duerkop** (Polk County); **Fran Duncanson** (Polk County); **Doug Edwardsen** (Barron County); **James Ericksen** (Chippewa County); **Lois Goode** (Rusk County); **Michael Kahlow** (Pierce County); **Paul LaLiberte** (Resource Library); **Barbara Lyon** (Dunn County); **Stella Pagonis** (Eau Claire County); **Mike Schendel** (St. Croix County); **Julie Woodruff** (Chippewa County).

BOARD MEMBERS ABSENT:

Paul Hoch (Pepin County); **Sue Marshall** (Price County); **Jamie McCready** (Barron County); Vacancies (Dunn County, Pierce County).

OTHERS PRESENT:

John Thompson (Director); **Adam Fuller** (Business Manager); **Joanne Gardner** (Administrative Associate/Recorder); **Katelyn Dubiel** (Public Services Consultant).

APPROVE AGENDA:

MOTION #25 (26)**:** To approve the Agenda as presented. Daus/Duncanson

RESULT: Carried.

PUBLIC COMMENTS:

There were no public comments.

MINUTES:

MOTION #26 (26)**:** To approve the Board Minutes dated May 27, 2026 (Doc. #024-26) and acknowledge receipt of the Personnel Committee Minutes dated May 27, 2026 (Doc. #023-26). Duncanson/Edwardsen
RESULT: Carried.

FINANCIAL REPORTS:

MOTION #27 (26)**:** To approve the Check Registers for May-June 2026 (Doc. #028-26). Daus/Duncanson
RESULT: Carried.

(Brue arrived at 1:10 pm)

Fuller noted there were journal entries for lost checks 44009 and 44014. There was also a payment to Maug Cleaning (44036) for a fee charged for a bank stop payment.

Questions asked included: bulk computer order, bulk supplies order, coverage for meals including tips, correction in printing of MORE Passports, fee to the IRS, and payment to Shafer Exteriors for exterior work on building.

MOTION #28 (26)**:** To approve the Financial Reports for May-June 2026 (Doc. #029-26). Woodruff/Lyon
RESULT: Carried.

Questions asked included: Miscellaneous income for altered check issue, Capital Expenditures, Interest Income, MORE Management Income, and Community Engagement Support.

DIRECTOR'S REPORT:

Ben Miller, Head of the Bureau of Libraries/State Librarian and Kara Sullivan, WLA Executive Director visited libraries in New Richmond, Hammond, River Falls, and Eau Claire. They toured the libraries and met with staff at each location. Thompson participated as well. It was a good opportunity to see the flavor of each library.

Colfax is interviewing candidates for the director position. There is a good pool of candidates for the position.

Thompson provided customary pictures of his granddaughter Ella. They visited 7 libraries and Ella thought they were all deserving of five-star ratings. It was a good opportunity to step back and see the space from a child's perspective. Besides the visits, Ella enjoyed ice cream and matcha.

The Public Library Standards Steering Committee has handed off their recommendations for the 7th edition of Standards to the Bureau of Libraries. The Bureau will use the recommendations to develop their official document prior to the end of the year.

REPORTS:

Katelyn Dubiel, Public Services Consultant was present. Dubiel has been with IFLS just over four years. A written report was provided in the meeting packet. Dubiel provided an oral report on her responsibilities.

Dubiel manages the courier system. Purple Mountain is the vendor. Sorting has been very efficient the past few months lowering sorting costs. The high fuel costs continue to drive up the monthly charges.

The main consulting handled by Dubiel includes Adult Services, Strategic Planning and Administration (policy work). A Policy of the Month Club was created by IFLS staff to help libraries with policies. We like to ensure libraries have policies in place before they would need them. Winnefox Library System and DPI have shown interest in this club. Each month sample policies are compiled which make good starting points. So far, they have covered 8-9 policies. Dubiel noted that in seeing library board agendas, they seem to be following along with the policies. Statewide there are over 100 emails on the Policy of the Month list. It is also on the Wise Learn website. Librarians can join by creating a log in and can post a discussion.

Dubiel is a member of COLAND (Council on Library and Network Development). Membership includes 19 public and professional members, including school, University and special libraries. Their role is to advise the State Superintendent of Public Instruction on access to statewide services and information. Ladysmith and Rice Lake are also on this council. They meet six times per year.

REVISED 2026 BUDGET:

MOTION #29 (26)**:** To approve the Revised 2026 Budget (Doc. #032-26).Daus/Brue
RESULT: Carried.

The 2026 Revised Budget was included in the meeting packet. Thompson noted items of significance in his Director's Report (page 24).

Capital expenditure costs for facility improvements were approved at the last meeting and are now reflected in the budget.

Allocation for bulk supply of computers will be purchased by libraries as needed. This will basically be a pass through. The bulk purchase occurred prior to the significant increase in RAM pricing.

PERSONNEL COMMITTEE REPORT:

Pagonis noted that the Personnel Committee did not go into closed session.

MOTION #30 [26]**:** To approve the Personnel Committee Report as presented. Duncanson/Brue
RESULT: Carried.

The Personnel Committee met this morning and discussed the Director Accountabilities as well as the Director Evaluation.

The Director Accountabilities were for July 2025 through June 2026 and how those were met. They also included Accountabilities for July 2026 through June 2027. It was noted an action step was added to research and evaluate avenues for staff and supervisors to have discussions about work goals and position priorities.
The Director Evaluation was glowing with wonderful, positive comments. There were very few suggestions. The added action step in Accountabilities should cover any concerns.

The overall evaluation was that the director is doing a very favorable job.

Michelle Johnson, Director of Hammond Public Library was introduced and will provide a tour of the library after the meeting adjourns.

ADJOURNMENT:

The Board of Trustees adjourned at 2:06 pm. Brue/Ericksen

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Joanne Gardner, Recorder/Administrative Associate