

The Tomah Public Library Board of Trustees
Regular Meeting July 11, 2024

1. **Call to Order:** Meeting called to order 4:30p.m. In attendance: Dr. Paul Skofronick (by phone), Marge Gigous, Sue Wandschneider, Suzanne Baker-Young, Candice Ziem, Emily Brach, Max Brohaugh, Library Director Irma Keller and Becki Weyer from the City of Tomah.
2. **Approval of Minutes:** Motion made by Emily Brach, 2nd by Marge Gigous to approve minutes from previous meeting. Motion passed by unanimous vote.
3. **Approval of Bills, Financial Report:** Report by Director Keller: pointing out computer budget is running low and funds may need to “be shuffled”. Motion to approve report made by Paul Skofronick, 2nd by Max Brohaugh. Motion passed by unanimous vote.
4. **Public Communication:** none
5. **Old Business:**
 - a. **Hiring new Director:** Discussion ensues regarding internal candidate. Director Keller suggests starting salary to equal her current salary, provides document of Winding River Systems suggested pay rates for library personnel. Becki Weyer discusses city council involvement and city pay grades, provides spreadsheet of City of Tomah “ 2024 Grade Order List: Step Plan” for comparison. Candidate's current pay rate to be provided for future discussion of appropriate pay rate increase. Discussion of hiring process ensues. Director Keller to carry out next steps to include posting job description and internal job posting.
 - b. **Update: Summer Reading Program:** Report by Director Keller. Provided Documents 1.) “Summer Reading Program As of July 11th”. 2.) ”Adult Summer Reading Program 2024”.
6. **New Business:**
 - a. **Donation from Hollis and Alyce Herbison:** Director Keller reports donation of \$10,000 to be used “as the board deems necessary”.
 - b. **Purchasing new copiers:** Director Keller expresses wishes to replace old copiers bought in 2013 from EOJohnson. Discussion ensues regarding renting vs. buying of copiers. Paul Skofronick makes motion to give Director Keller the authority to sign rental or purchase agreements for copiers and to use funds from Krukar Trust. 2nd by Suzanne Baker-Young. Motion passes with unanimous vote.
 - c. **Patron issues:** Director Keller brings to the board's attention concerns of a patron who uses computers to play games and displays disruptive behavior including swearing, banging on tables, and making threats such as “I’m going to kill everybody.” Director Keller reports strategies previously used and communication with caregiver. Discussion ensues regarding Code of Conduct. Director Keller will take further initiative to resolve this matter.
 - d. **Andres Grant 2024:** Director Keller reports money received from trust to be used for tree lights.

- e. **Investing with Trust Point:** Director Keller reports concerns from account manager regarding future of account and suggests the board meet with the party to discuss further. Director Keller will set up meeting and inform the board.
- 7. **Adjourn:** Motion by Dr. Skofronick, 2nd by Marge Gigous to adjourn meeting. Motion passed, meeting adjourned at 5:29pm.

Submitted by Candice Ziems