

**Oshkosh Public Library Board of Trustees
Special Meeting Agenda – August 2, 2024
Library Lower-level Meeting Room**

<u>AGENDA</u>	<u>ACTION REQUIRED</u>	<u>PAGE</u>
<u>Call to Order:</u> 12:00 pm		
<u>Public Comments</u>		
<u>Consent Agenda:</u>	YES	194-197
1. Minutes of the Regular Meeting of June 27, 2024		
2. Vouchers Payable – \$299,220.05		
<u>New Business</u>		
3. <u>Part-day closure for staff training related to rebranding efforts:</u> Consider partial-day closure of Oshkosh Public Library on Friday, September 27, 2024 for staff and stakeholder training on the purposes and proper application of rebranded resources, with the library opening to the public at 2 pm. Action requested: <i>Approve part-day closure of library on Friday, September 27, 2024 for the purposes of staff training relating to re-branding.</i>	YES	198
<u>Adjournment</u>	YES	
<u>Next Meeting Scheduled:</u> August 29, 2024 at 4 p.m.		

MINUTES OF THE LIBRARY BOARD

Oshkosh Public Library

June 27, 2024

The June 27, 2024, Oshkosh Public Library Board of Trustees meeting was held in the Oshkosh Public Library meeting room and called to order at 4:00 PM by President, Bill Bracken.

Present: Bill Bracken, Kim Brown, Susan Fojtik, Tony Kneepkens, Christine Melms-Simon, Lindsey Mugerauer, Barry Perlman, David Rucker and Amber Shemanski.

Absent: Larry Lautenschlager.

Also Present: Darryl Eschete, Library Director; Lisa Voss, Head of Library Development; Ruth Percey, Head of Circulation; Marcy Cannon, Winnefox Library System Business Manager; and Laura McDonald, Marketing Coordinator.

Public Comments: None

Consent Agenda Items

- Minutes of the Regular Meeting held on May 30, 2024
- June 2024 vouchers payable totaling \$289,882.98

Motion to approve the consent agenda as presented.

Motion: Fojtik; **Second:** Perlman; **Vote:** Unanimous

New Business

- A vote is needed for exceptions to the library's pay plan related to the voluntary demotion of two salaried employees discussed at the May 30, 2024 regular meeting of the Board of Trustees.

Motion to approve the exception to the pay plan as presented.

Motion: Perlman; **Second:** Shemanski; **Vote:** Unanimous

- Updates to Library Employee Handbook: Consider adopting updated wording to Library Employee Handbook regarding sick leave conversion for those approaching retirement.

Motion to approve updated wording to Section 217 of the Library Employee Handbook.

Motion: Perlman; **Second:** Mugerauer; **Vote:** Unanimous.

- Endowment Fund Requests Round 4: Consider approving \$3,000 from the Collection Improvement Fund to create a collection of approximately 60 Wonderbooks and/or Vox books.

Motion to approve use of \$3,000.00 of the Collection Improvement Fund for the purchase of Wonderbooks and/or Vox books.

Motion: Perlman; **Second:** Mugerauer; **Vote:** Unanimous.

Kim Brown arrived at this time.

Trustee Reports and Comments

Future Agenda Items


- Trustee Perlman requested to go into closed session before the next Board Meeting to discuss results of the survey by staff of the Director's performance.
- Trustee Perlman requested an item for next month's agenda to discuss the previously passed Director's moving expense reimbursement.

Adjournment

Motion to adjourn at 5:00 PM.

Motion: Perlman; **Second:** Mugerauer; **Vote:** Unanimous

Respectfully,



Darryl Eschete, Secretary
Marcy Cannon – Recorder

Oshkosh Public Library
Vouchers Payable
July 2024
58% of the year

Name	Memo	Paid Amount	Totals
Revolving Expenses			
Life Insurance			
City of Oshkosh - Revolving Charges	Employer's share of Life Ins	\$414.12	
Total Life Insurance			\$414.12
Dental Insurance			
City of Oshkosh - Revolving Charges	Employer's share of life insurance	\$1,380.94	
Total Dental Insurance			\$1,380.94
Health Insurance			
City of Oshkosh - Revolving Charges	Employer's share of Health Ins	\$36,164.82	
Total Health Insurance			\$36,164.82
Wisconsin Retirement Fund			
City of Oshkosh - Revolving Charges	Employer's share of WI Retirement	\$10,518.61	
Total Wisconsin Retirement Fund			\$10,518.61
FICA - Employers Share			
City of Oshkosh - Revolving Charges	Employer's share of FICA	\$12,295.19	
Total FICA - Employers Share			\$12,295.19
Overtime			
City of Oshkosh - Revolving Charges	Overtime pay	\$2,282.15	
Total Overtime			\$2,282.15
Regular Pay			
City of Oshkosh - Revolving Charges	Regular pay	\$165,018.67	
Total Regular Pay			<u>\$165,018.67</u>
Total Revolving Expenses			<u>\$228,074.50</u>
Contracted Services			
Contractual Agreement Payments			
Winnefox Library System	July contracted services	\$13,257.91	
Total Contractual Agreement Payments			\$13,257.91
Subscription/Licensing Contract			
MasterCard - RP	Adobe license	\$263.88	
Total Subscription/Licensing Contract			\$263.88
Preventative Maintenance Contracts			
Gordon Flesch Co, Inc	Copier maintenance	\$730.32	
Jack's Maintenance Service	July Janitorial services	\$4,546.00	
Otis	Maintenance service - 7/1/24 to 6/30/25	\$8,903.28	
Spring-Green Lawn Care	Lawn service	\$87.05	
Wisconsin Elevator Inspection	Annual inspection	\$360.00	
Total Preventative Maintenance Contracts			\$14,626.65
3rd Party Contracted Services			
Beez Electric, Inc	Inspect lights & sockets, replaced bulb	\$1,001.33	
Beez Electric, Inc	Troubleshoot lighting	\$205.40	
Beez Electric, Inc	Troubleshoot lighting	\$308.10	
Energy Control & Design, Inc.	Modifications to HVAC units	\$2,518.40	
Gartman Mechanical Services	Check rooftop units	\$1,752.00	
Gartman Mechanical Services	Plumbing services	\$146.00	
GFL Environmental	Waste Disposal	\$763.98	
Harold Carpenter Overhead Door	Garage door repair	\$202.50	
Johnson Controls Security Solutions	Yearly service charge	\$581.28	
ROE Nurseries, Inc.	Landscaping services	\$440.00	
Unique Management Services, Inc	Collection services	\$504.70	
Total 3rd Party Contracted Services			\$8,423.69
Advertising/Postage/Print			
MasterCard - RP	Facebook Ad	\$44.28	
MasterCard - RP	UPS	\$68.89	
Total Advertising/Postage/Print			<u>\$113.17</u>
Total Contracted Services			<u>\$36,685.30</u>
Employee Development & Allowance			
Employee Training/Development			
MasterCard - RP	Performance assessments	\$80.00	
Quill Creative LLC	Employee Training	\$95.00	
Total Employee Training/Development			\$175.00

**Oshkosh Public Library
Vouchers Payable
July 2024**

Name	58% of the year Memo	Paid Amount	Totals
Professional License/Membership			
Bongers, Joe	Kiwanis meals	\$81.52	
Total Professional License/Membership			\$81.52
Employee Allowance/Reimbursement			
Toland, Sandy	June mileage	\$41.00	
Wilcox, Anika	Interview expenses	\$325.46	
Total Employee Allowance/Reimbursement			\$366.46
Total Employee Development & Allowance			\$622.98
Fixed Costs			
Insurance Expense			
City of Oshkosh - Revolving Charges	Insurance Expense	\$5,769.79	
Total Insurance Expense			\$5,769.79
Telephone/Internet			
City of Oshkosh - Revolving Charges	Telephone expense	\$2.88	
MasterCard - RP	Pay phone	\$25.00	
Total Telephone/Internet			\$27.88
Utilities Expense			
City of Oshkosh - Revolving Charges	Utilities	\$7,638.10	
Constellation	Gas Services	\$358.99	
Total Utilities Expense			\$7,997.09
Total Fixed Costs			\$13,794.76
Inventory Supplies			
Office Supplies			
MasterCard - RP	Office Supplies	\$211.67	
Total Office Supplies			\$211.67
Specialty Supplies			
Baker & Taylor	Library materials	\$7,564.00	
Cengage Learning	Library materials	\$585.78	
Center Point Large Print	Library materials	\$438.66	
EBSCO	Library materials	\$15.60	
Ingram	Library materials	\$442.97	
MasterCard - MD	Library materials	\$1,828.69	
Midwest Tape	Library materials	\$322.36	
midwest Tape - Hoopla	Library materials	\$4,562.14	
Rowan & Littlefield Publishing Group	Library materials	\$75.69	
World Book	Library materials	\$489.96	
Total Specialty Supplies			\$16,325.85
Facility Supplies			
Beez Electric, Inc	Light bulbs	\$70.29	
Central Stores	Paper products	\$1,439.70	
Filters Unlimited	Furnace filters	\$573.51	
Gartman Mechanical Services	Exhaust fan motor	\$443.07	
Harold Carpenter Overhead Door	Garage door parts	\$191.00	
M.V. Klinger Painting Co. Inc.	Paint	\$95.65	
MasterCard - RP	Maintenance supplies	\$133.59	
ROE Nurseries, Inc.	Tree	\$88.00	
Total Facility Supplies			\$3,034.81
Total Supplies			\$19,572.33
Program Support			
MasterCard - RP	Craft supplies	\$174.01	
MasterCard - RP	Pizza for book club	\$107.90	
Total Program Support			\$281.91
Lease Expense			
Great America	Copier lease	\$188.27	
Total Lease Expense			\$188.27
Total Vouchers Payable			\$299,220.05



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM & REQUEST FOR BOARD ACTION

DATE: July 25, 2024
TO: Oshkosh Public Library Board
FROM: Darryl Eschete, Library Director
SUBJECT: Late Opening for Brand Training

As previously discussed with the board, the Oshkosh Public Library is preparing for a brand launch following extensive planning and collaboration with local consultants. Part of this effort involves providing explanation and training for internal stakeholders to ensure consistent use of brand resources (logos, fonts, design elements, etc.).

Therefore, I request the Board's approval to close the Oshkosh Public Library to the public from 9 am to 2 pm on Friday, September 27. We hope that any available trustees will join the staff for this training session, which includes an open invitation to share a working lunch with the staff. Additionally, I plan to present the full brand strategy at the board's regular August meeting for a comprehensive understanding.

Please note that this training will require some employees to work extra hours on their usual day off, but the budgetary impact is expected to be minimal.

"A Library in Every Life"