

**REGULAR LIBRARY BOARD MEETING**  
**Tuesday December 16, 2025**  
**5:00 PM Meeting Zoom**  
*Approved Minutes*

**Members present:** Paula Wurst; chair, Peggy Ross, Kerrey Andreas and Monique Darton  
**Members absent:** Mike Peterson, Marilyn Hartig and Mary Whittaker.  
**Staff present:** Lauren Schuppe, Library Director  
**Public present:** Helen Roland

The Madeline Island Library Board meeting was called to order by Paula at 5:00 pm.

**I. Public Comment – none**

Motion by Peggy to move VI, B, 1 to the start of this meeting, seconded by Monique, all ayes.  
Motion Carried.

**II. Minutes**

**A. Regular Library Board Meeting November 18, 2025**

Motion by Kerrey to approve the above minutes as presented, seconded by Peggy, all ayes. Motion Carried.

**III. Financials**

**A. Sign Directors Timesheets**

Timesheets submitted for week ending 12/11/25.

Motion by Peggy to approve signing director's timesheet as presented, seconded by Kerrey, all ayes. Motion Carried.

**B. Approve Vouchers**

Advantage Systems Group	\$ 168.00
Heart Graphics	293.00
Micaela Montagne	310.94
NWLS	85.10
Norvado	196.36
Sterling Computer	1,370.80
New York Times	56.00
Heart Graphics	81.00
Kajeets	384.45

Motion by Peggy to approve paying vouchers as presented, seconded by Monique, all ayes. Motion Carried.

#### **IV. Personnel**

##### **A. Review and approve Recreation Director Job Description**

Lauren explained that this position is a shared position, with the Town utilizing this person in the winter in order to keep it full time. Lauren will work with Max Imholte, Town Administrator during the interview/hiring process.

In the posting Lauren will have an initial deadline of Jan. 16<sup>th</sup> but will also post until filled with wages hourly based on experience.

Motion by Kerrey to approve the Recreation Director job description and posting as stated as above, seconded by Peggy, all ayes. Motion Carried.

#### **V. Directors Report**

- New procedures will have to be put in place with approving credit card purchases, Lauren is working on.
- Lauren is waiting to hear from Arrow Lift as no repairs have been done nor any contract received.
- Annual appeal postcards have been printed; they will be in the mail to boxholders by this weekend. Lauren will also put an update on the website.
- All kids ski trips have been planned.
- Our annual fund dividend check was almost \$5,300, this will go into the winter rec fund.

Lengthy discussion on FriendsCircle relationship and ways to communicate better.

#### **VI. Ongoing Projects**

##### **A. Strategic Plan**

No update from sub-groups.

##### **B. Friends Circle**

###### **1. Check in with Kerrey and Helen**

- Work continues with James Everest on the Sound Garden project; Connie Ross has agreed to help and the school children will do some sound recordings.
- Micaela has been doing regular social media posts. Helen encourages board members to react/comment on these posts.
- Helen and Kerrey will work on updating the FriendsCircle survey.
- Micaela has been keeping Little Green Light updated and sending regular thank you's to donors. Helen is looking for direction for the board on what to do with this information.
- Helen is looking for more guidance from the Library Board on; specific tasks they can work on or areas they can promote for the Library.

Lauren will work on getting quarterly goals to the Friends Circle for them to work on getting volunteers and fundraising.

**VI. Future Agenda Items** – credit card procedures, strategic plan update, rec director applicant updates

**Adjourn:**

Motion by Kerrey to adjourn, seconded by Monique, all ayes. Motion Carried. Meeting adjourned at 6:22 pm.

Minutes taken from recording and submitted by D. Goetsch, Clerical Assistant.  
Minutes approved a presented. 1-20-26 M. Montagne.