

Theresa Public Library Minutes

July 8,2025

Present: Kris Groeschel, Angie Anderson, Mary Alice Bodden, Diane Steger, Kelly Gengler, Jody Steger, Callie Adelmeyer

Absent: Ty Breitlow

Minutes: Motion by Diane, seconded by Angie to approve April 8,2025 minutes with the change of Calli to Callie and Betty Bodden to Betty Schmidt. Betty Schmidt to be listed as retired not absent. Motion approved.

Guest: Becky Tellier, village clerk discussed and answered questions about managing the budgeted library bills and payroll to the Village of Theresa.

Treasurer Report: Motion by Jody, seconded by Kelly to approve treasurer's report. Motion approved by all.

Bills: Motion by Diane to approve second quarter bills. Seconded by Jody. Motion carried.

Director Report: Mary Alice distributed July and August Events calendar.

Reviewed circulation data.

Motion made to agree to the Network Equipment Purchase and Replacement Agreement between Monarch Library System and the Theresa Public Library by Angie, seconded by Kris and approved by all.

Mary Alice distributed New IT Projects Appendix F Draft between libraries and Monarch.

System switching to Message Bee software for text messages for patron notification of holds and renewals by text message. Monarch will pay for the service but charge quarterly for each text message and phone call notification.

Old Business: Motion by Diane, seconded by Angie to approve amended by-laws read (a) Name one of the participants as the library's fiscal agent, who is responsible for the payroll, benefit administration, insurance, and financial record keeping and auditing for the library. The participant's costs of providing the services under this paragraph count toward the financial support required of the participant under s.43.15(4)(b)2. 5. The Theresa Public Library Board must approve the monthly bills. All bills will be paid monthly by the Theresa Village Clerk. The Theresa Public Library Board will review, and approve all bills at the quarterly Board meeting. Bills are not to exceed the budget total without approval. Motion approved. Second approval will be needed.

New Business: Motion by Angie, seconded by Kelly approved by all to change Article IV Meetings to The budget will be prepared in October prior to the Village and Town's yearly Joint Budget meeting. Motion approved.

Motion by Diane, seconded by Angie to revise Article VI General as written to add They will be revised as needed or reviewed every 5 years.

Under Circulation Periods and Restrictions get rid of fines, delete As a general policy, reference books do not circulate from the Library. Generally, there is no limit on number of items a customer may borrow, except videos and one other exception...

Two(2)items on a subject for a known school assignment. Change replacement cost to \$5. Motion by Angie, Diane. Motion carried.

Motion made by Kris, seconded by Angie in Reserves/Holds to add www.theresa.lib.wi.us, Monarch Catalog, Monarch2go app, or any catalog associated with the current system. Motion carried.

Motion by Angie, Kelly to eliminate under Checkout and Returns, If the item you are returning is overdue and you want to pay the fine, bring it directly to the circulation desk during the library open hours. Motion approved.

Motion to add Patrons will be allowed to check out items with verification of a ID or a library card in the system made by Angie, Diane. Motion carried.

Motion by Angie and Kelly to add A New Theresa Public Library Challenged Materials Policy and Reconsideration of Library Material Form was adopted by the Board 4/2023. Motion carried.

Under Computer, fax and copy machine, Motion by Angie, and seconded by Diane to add in, As of July 2021 The Theresa Public Library is Fine free along with no charges for copies, photocopies, and we currently do not Fax. Also Motion made by Angie and Kris to change photocopy rate to free or donation. Motion carried.

Under Cell Phone Policy, change to Patrons will be asked to take their calls outside if they are deemed disruptive to others. Motion by Jody, and seconded by Angie. Motion carried.

Mary Alice presented quote for outside sign. Motion by Angie and seconded by Diane to take money out of Hicks to pay for electric and new sign with asking about adding Theresa to sign.

Mailbox was upgraded thanks to Village.

Next meeting Sept.16,2025 at 4:00pm.