



203 N. Main Street  
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## Walter E. Olson Memorial Library Board of Trustees Meeting Notice

This meeting will be held in the Eagle Room of the Library on  
March 19 at 3pm CST.

**Please contact the Library if you would like to participate remotely.**

### AGENDA

1. Call to Order. Quorum determination. Roll call.
2. Welcome guests, if any
3. Review of meeting norms (Davis)
4. Approval of 2/19/25, 3/5/25, and 3/7/25 Minutes  
Discussion and possible action on the following items:
5. Presentation of Financial Reports
  - a. Approve Reports for Balance Sheet, Income and Expenses
  - b. Approve Regular Municipality Funds Checks Issued and Payable
  - c. Approve Special Board Funds Checks Issued and Payable (if any)
6. Letters and Communications, if any (information only)
7. Reports from Trustees & Staff
  - a. Municipal Meeting Reports
  - b. Maintenance Committee Report (Davis - Chair)
  - c. Finance Committee Report (Stecker - Chair)
  - d. Foundation Liaison Report (Oatman)
  - e. Director's Report (Klemann)
8. Current Business
  - a. Selection of Nominating Committee
  - b. Policy Committee update – Employee Handbook
  - c. Virtual Meeting Training
  - d. Budget Review
  - e. Fundraising update
  - f. Municipal outreach – Annual Meeting prep
  - g. Volunteer Appreciation Planning (April 20-26)
9. Confirm next regular meeting: 3pm, Wednesday, April 16, 2025
10. Adjournment

**Please Note:** Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For information, or to request this service, please contact the Library Director at [director@olsonlibrary.org](mailto:director@olsonlibrary.org).

**Notice of posting: March 13, 2025**

Agendas provided to:

All Board Members	Joint Library Agreement Municipalities
Vilas County Courthouse	Meeting Notice Email List
Library Website & Notice Board	NWLS Director