

Minutes January 24, 2017
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Catherine Marshall, Dan McKissack, Kathleen Olkowski

Absent: Laura Wiperman

Other Attendees: Erica Brewster

Catherine Marshall called the meeting to order at 4:38 p.m.

Agenda:

Motion by Paul Kaiser, seconded by Kathleen Olkowski, to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes: Motion by Kathleen, seconded by Steve Garbowicz, to approve the minutes of the December 20, 2016 regular meeting as presented. All ayes, motion carried.

Correspondence: Erica has received a letter of interest from Dimension Madison Design Group in regards to responding to an RFP for the building proposal.

Erica also received the end-of-year summary statement for the Demmer Trust and has forwarded that on to the Trustees.

Committee Reports:

Three Lakes Public Library Foundation: Library Foundation met on Monday, January 9. The treasurer reported on the annual appeal, which brought in, to date \$12,320. \$6545 was directed to the building fund, and \$4875 was directed to staff choice, with the remainder to youth programming, technology, and furnishings. The Foundation discussed the status of the building project. No decisive course of action was recommended. Erica and Bob Werner measured the space between the buildings, estimating at most at most 1800 – 2200 square feet of buildable space might be available in the current footprint. No enthusiasm for entering into another building redesign phase. A decision was made to retire the traditional “Spring Fling” and replace it with an event at the Black Forest in May. The planning committee will report back at the Monday, February 13, meeting.

Oneida County Library Board: The Oneida County Library Board is scheduled to meet Thursday, February 16, 2017.

Director’s Report:

Erica reviewed the director’s report sent in the mail.

Budget Review:

Motion by Dianna Blicharz, seconded by Paul Kaiser, to approve vouchers 179 - 184 for the end of the year, 2016 and vouchers 1 – 11 for January 2017 for payment from the Town Account and checks from Special Account. All ayes, motion carried.

The 2017 expenditures to date were reviewed.

The board reviewed the 4th quarter 2016 fine and copy money to transfer to the non-lapsing account. Motion by Steve Garbowicz, seconded by Dianna Blicharz, to approve the transfer of \$831.43 (\$454.09 copier income, \$377.34 fines income) to the library non-lapsing account.

The board reviewed the end-of-year budget sheet and final non-lapsing transfer for 2016, as well as the Money Market property maintenance account balance. Kathleen suggested that the director share a written description of the financial reports and accounts for the new members.

Old Business:

- **Building Renovation:**

There will be a special meeting of the Town Board on Tuesday, February 6 to review the proposals received, and choose a design to move forward with. Discussion followed. Motion by Steve, seconded by Dianna, to table further discussion on the Funktion Design Studio proposal until after the special meeting.

- **Library Mission Statement:**

Tabled until the next meeting. Resend working documents and handouts so all board members have materials.

- **Trustee Essentials:**

Began discussion Chapter 13: Library Advocacy. Will continue conversation of Chapter 13 at the next meeting.

New Business:

- **Introduction of new trustee Dan McKissack:**

Catherine Marshall made a formal welcome to the library board. Dan gave his introduction.

- **Election of library board officers for 2017:**

Catherine declared the nominations for President open. Being that two members of the board are absent, motion was made by Steve Garbowicz, seconded by Kathleen to table the election of officers until the February meeting. All ayes, motion carried.

- **Candidate Forum:**

Board chose March 22 as the date. The Board will request that Vicki help coordinate. Ann Asbeck, Jeff Boehm, Mike Olkowski are running for Town Board Supervisor; Randy Ingram and Colette Sorgel are running for School Board. Stella Westfall is unopposed for Town Chair. Steve offered to help with questions; Dianna will assist with refreshments.

- **Discuss future review of by-laws:**

Tabled until the next meeting. Include copy of most recent bylaws in February board packet.

Comments from citizens:

Next Meeting: February 21, 2017, 4:30 p.m.

There being no further business, Kathleen made a motion to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 6:13 p.m.

Respectfully submitted: Erica Brewster, Director