

Minutes February 21, 2017  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Paul Kaiser, Catherine Marshall, Dan McKissack, Kathleen Olkowski, Laura Wipperman

Absent: Steve Garbowicz

Other Attendees: Erica Brewster

Catherine Marshall called the meeting to order at 4:32 p.m.

**Agenda:** Motion by Laura Wipperman, seconded by Paul Kaiser, to approve the agenda in any order. All ayes, motion carried.

**Approval of Minutes:** Motion by Dianna Blicharz, seconded by Paul, to approve the minutes of the January 24, 2017 regular meeting as amended. All ayes, motion carried.

**Correspondence:**

**Committee Reports:**

**Three Lakes Public Library Foundation:** Library Foundation met on Monday, February 13. The primary focus continued to be the revamping of Spring Fling. Melissa Werner is taking the lead in planning the event for Wednesday, May 10. The Foundation will meet again on Monday, March 13.

**Oneida County Library Board:** The Oneida County Library Board is scheduled to meet Thursday, February 16, 2017. The board is working to fill several vacancies.

**Director's Report:** Erica reviewed the director's report. Some discussion about planning for staff changes in 2017.

**Budget Review:** Motion by Kathleen Olkowski, seconded by Dan McKissack, to approve vouchers 12 - 22 for January-February 2017 for payment from the Town Account and checks from Special Account. All ayes, motion carried.

The 2017 expenditures to date were reviewed.

**Old Business:**

- **Election of library board officers for 2017:** Catherine called for nominations for President of the Board of Trustees for 2017. Dianna moved to nominate Paul. Kathleen moved to nominate Laura. Nominations closed. Catherine seconded the motion made by Dianna. Five ayes, one abstention, one absent; motion carried to elect Paul Kaiser as President of the Demmer Library for 2017.  
Dianna moved to nominate for Laura for Vice-President. Nominations closed. Paul seconded the motion made by Dianna. All ayes, motion carried to elect Laura Wipperman Vice President of the Board for 2017.  
Nomination for Kathleen for Treasurer. Nominations closed. Dianna seconded the motion. All ayes, motion carried to elect Kathleen Olkowski Treasurer for 2017.
- **Building Renovation:** Catherine reported on a meeting with Vicki, Janet, and Erica regarding how to proceed. Determined that the board should make a decision among 1) continue working with Melody (Funktion Studios), 2) return to working with Jody, or 3) creating an RFP to recruit a new architect. Erica also suggested the library board should also make a clear decision between Design-Bid-Build or Design-Build, at least in as far as it would restrict the choice in potential architects. The discussion suggested a preference for Design-Bid-Build. Further discussion followed about how to manage the process.

Motion by Laura to contact Jody Andres of Hoffman and request a similar service agreement proposal to that submitted by Melody Hamlin of Funktion Design Studio to allow the board to make a comparison between services and costs. Seconded by Dianna; all ayes, motion carries.

Motion by Catherine, seconded by Dianna, to establish a Design and Construction committee to review options for the expansion and remodeling of the EUD Library, report recommendations to the Edward U. Demmer Board of Trustees and Three Lakes Public Library Foundation, then monitor the progress of the project and perform other related activities as according to a scope of work to be set by the Board of Trustees. All ayes, motion carries.

Catherine volunteered as Trustee's representative to the Design and Construction Committee.

- Library Mission Statement: Tabled until the next meeting.
- Trustee Essentials: Continued discussion Chapter 13: Library Advocacy. Request to place discussion of annual point of emphasis or theme on future agenda. Opportunities for outreach to local community groups beyond the building fund – and for including the board in those meetings (not just the director). Inclusion of annual theme in electronic newsletter. Trustees expressed interest in attending future listening sessions. A request was made for name tags to be worn to such events.

Plan to discuss chapter 14, Open Meetings Law at the next meeting. Steve Garbowicz

- Candidate Forum: Discussed the notes for the forum.  
Laura will serve as the emcee; Laura and Dianna will prepare refreshments and serve as greeters. Steve and Catherine will work on questions with Vicki and Anthony.

#### **New Business:**

- Demmer Public Library Annual Report: Motion by Laura, seconded by Paul to accept the report with changes as discussed and recommended, and approve submission to DPI by Friday, February 24, 2017.
- Statement concerning public library system effectiveness: Motion by Laura, seconded by Dianna to indicate that WVLS did provide effective leadership and adequately met the needs of the Edward U. Demmer Memorial Library in 2017, and to include the statement to comment on statement concerning system effectiveness. Also noted that Laura would have chosen an option, were it available to state that the system “met and exceeded” expectations in many areas of leadership, but also supported the statements with areas for improvement in the submitted statement.
- Demmer Trustee Bylaws: Changes as discussed will be made and presented at the next meeting for final approval.

#### **Concerns and comments from trustees:**

#### **Discussion of future agenda items:**

#### **Comments from citizens:**

#### **Next Meeting: March 21, 2017, 4:30 p.m.**

There being no further business, Dianna made a motion to adjourn, seconded by Kathleen. All ayes, motion carried. The meeting adjourned at 6:31 p.m.

Respectfully submitted: Erica Brewster, Director