

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

Trustee Attendance: Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Catherine Marshall, Laura Wipperman

Absent: Dan McKissack, Kathleen Olkowski

Other Attendees: Erica Brewster

Paul Kaiser called the meeting to order at 4:33 p.m.

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

Approval of Minutes: Motion by Catherine, seconded by Dianna Blicharz, to approve the minutes of the February 21, 2017 regular meeting as amended. All ayes, motion carried. Motion by Steve Garbowicz, seconded by Laura, to approve the March 7, 2017 special meeting minutes. All ayes, motion carried.

Correspondence: Janet Dixon sent a donation acknowledgement letter to the Board of Trustees thanking them for their donation in honor of retired board president Vicki Reuling, which was used to purchase two books for the collection.

Committee Reports:

Three Lakes Public Library Foundation: Met on Monday, March 13. Continuing to plan for the “new” Spring Fling to be held on May 10 at the Black Forest. The ticket prices will increase and the total number of seats is less than previous. Three quilts will be auctioned at the event.

Oneida County Library Board: The OCLB met on Thursday, March 3. The board accepted the resignations of three of the members and nominated three individuals to be forwarded to the Oneida County Board for appointment to the OCLB. Following successful appointments, election of officers will be held at the next OCLB meeting in May. The existing OCLB signed the annual contracts with the three Oneida County libraries.

Demmer Design and Construction Committee: The board reviewed the draft minutes of the March 16, 2017 meeting of the DCC. Members of the DCC moved and approved a recommendation to the Library Board to nominate Vicki Reuling as chair of the DCC. Steve moved, Laura seconded to accept the recommendation and approve Vicki as chair of DCC. All ayes, motion carried.

Director’s Report:

The board reviewed the director’s report. Some discussion about planning for staff changes in 2017. Laura and Erica expanded on the work being done with Sugar Camp school to bring library services to elementary students and teacher Ali Pichowski for summer intern work.

Budget Review:

Motion by Catherine, seconded by Dianna, to approve vouchers 23 - 38 for February - March 2017 for payment from the Town Account and checks from Special Account. All ayes, motion carried. Motion by Steve, seconded by Catherine, to approve the expenditures from the Special Account as presented.

The 2017 expenditures to date were reviewed.

Old Business:

- **Building Renovation:** Per the Library Board request, Hoffman Planning, Design & Construction, Inc., submitted a proposal for architectural/design services. The board agreed to forward it on to the DCC for consideration at

their next meeting. They also asked to forward on the proposal received from Funktion Design Studios to the DCC.

- Library Mission Statement: Tabled until the next meeting.
- Trustee Essentials: Discussion of Chapter 14: Open Meetings Law. The board reviewed practices for public access, agenda posting, voting, walking quorums, etc., to assure compliance with the letter and spirit of the law.
- Candidate Forum: Reviewed final details for the forum to be held Wednesday, March 22.
- Demmer Trustee Bylaws: Discussion of proposed revisions to the by-laws. Edits were made and a next draft will be presented for discussion and/or approval at the next board meeting.

New Business:

- Approve final At-Large member of the DCC: Motion by Steve, seconded by Dianna to approve Rosie O as the third and final at large member of the DCC.
- Library Advocacy Theme: Will continue to be worked on as needed for rollout in January 2018.
- Review order of standing agenda items and select priorities: Discussed prioritization and organization of future meetings. The board will return to discussion of advocacy theme later in 2017, and will address the mission statement discussion in lieu of Trustee Essentials for the next meeting.

Concerns and comments from trustees:

Laura and Dianna will work with each other to determine who will retain the appointment as the school delegate.

Discussion of future agenda items:

Review Financial Policy; review mission statement in lieu of Trustee Essentials in April. Change wording of this agenda item to "Proposal of future agenda items."

Comments from citizens:

Next Meeting: April 18, 2017, 4:30 p.m.

There being no further business, Catherine made a motion to adjourn, seconded by Laura. All ayes, motion carried. The meeting adjourned at 6:21 p.m.

Respectfully submitted: Erica Brewster, Director