

Minutes April 18, 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, Laura Wipperman

Absent:

Other Attendees: Erica Brewster, Tom Asbeck, Vicki Reuling

Paul Kaiser called the meeting to order at 4:31 p.m.

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

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

**Correspondence:** Board members are invited to a farewell/bridal shower open house for Stacey Orr on Wednesday, May 3, 4:30 – 6 PM.

#### **Committee Reports:**

**Three Lakes Public Library Foundation:** Met on Monday, April 10 to continue planning for the “new” Spring Fling on May 10 at the Black Forest. Early bird ticket price ended on April 16; 43 of 60 available tickets have been sold so far.

**Oneida County Library Board:** The next OCLB meeting will be Thursday, May 11. That meeting will focus on orienting the new members. There have been some changes to the Vilas County libraried towns structure that will have an impact on reimbursements to the Oneida County libraries. We hope to get more information at this meeting.

**Demmer Design and Construction Committee:** The board reviewed the approved minutes from the March 27 meeting and draft minutes of the April 6, 2017 meeting. Vicki gave an oral update in addition to the minutes. The DCC is reviewing a process for selecting an architect. On April 6, the DCC decided they would interview Hoffman and Funktion. They are working on developing questions for the architect interview. Erica was also directed to request Funktion respond to the same request that was made of Hoffman earlier this year.

#### **Director’s Report:**

The board reviewed the director’s report. Erica further discussed the situation with the fire control panel.

#### **Budget Review:**

Motion by Dianna, seconded by Laura, to approve vouchers 40 - 51 for March – April 2017 for payment from the Town Account. All ayes, motion carried. Motion by Steve, seconded by Catherine, to approve the expenditures from the Special Account as presented. All ayes, motion carried.

The 2017 expenditures to date were reviewed.

Motion by Dianna, seconded by Catherine, to approve the 1<sup>st</sup> quarter transfer of \$927.20 (\$454.80 copier income, \$472.40 fines income) to the library non-lapsing account.

The board reviewed the 1<sup>st</sup> quarter library accounts report.

### **Old Business:**

- **Library Mission Statement:** Catherine recommended establishing a working group to develop 3 proposals for draft mission statements to be considered by the board. Dan and Laura volunteered and will report back.
- **Demmer Trustee Bylaws:** Tabled until the next meeting.
- **Candidate Forum:** Reviewed the forum held Wednesday, March 22. Discussed whether questions in the future should be more about specific issues facing the elected positions rather than questions about the philosophical approach of the candidates. Need to develop a system for soliciting specific, useful questions from the public. Acknowledged the error that the town board supervisor candidates did not rotate the candidate who answered the question first.

### **New Business:**

- **A/YA Librarian Job Description and Posting:** Motion by Catherine, seconded by Laura to approve A/YA job description as presented. All ayes, motion carried. Motion by Catherine, seconded by Kathleen, to approve the job posting with the starting salary up to \$14/hour.
- **Review Financial Policy:** Tabled until the next meeting.

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

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

Review Financial Policy; review/approve by-laws.

**Comments from citizens:** Tom Asbeck further commented on the work of the DCC in light of the changes of plans at the Town.

### **Next Meeting: May 23, 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