

Minutes May 23, 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 (library director), Vicki Reuling (chair, DCC)

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

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

Approval of Minutes: Motion by Catherine Marshall, seconded by Dianna Blicharz, to approve the minutes of the April 18, 2017 regular meeting as presented. All ayes, motion carried. All ayes, motion carried.

Correspondence: None received

Committee Reports:

Three Lakes Public Library Foundation: Spring Fling was a success...event included dinner, dessert auction, "Books for Bucks" event. Annual meeting will be held on June 5, 2017 at 6:30 PM which will include a final financial report on the Spring Fling, the designation of those funds, plus an annual financial report of the foundation's holdings, and officer elections.

Oneida County Library Board: Met on May 11, 2017. The meeting was mainly targeted at orientation/training for new county library board members. The next meeting will be held on July 13, 2017.

Demmer Design and Construction Committee: Will be holding architect interviews on 5/31 with Hoffman and Funktion – the two architects the library has worked with on the two previous designs. The committee has developed interview questions and a grading matrix for those interviews. Based on the complexity of steps involved in gaining approval of the various parts of the project, and are suggesting Paul as president and representative of the library board, send a letter to the Three Lakes town board to confirm/determine the proper steps to be taking. Motion by Kathleen, seconded by Dan to move to the agenda item regarding discussion/approval of the letter. All ayes, motion passed.

Director's Report:

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

Budget Review:

Motion by Catherine, seconded by Steve, to approve vouchers 52 - 66 for April-May 2017 for payment from the Town Account. Motion by Kathleen, seconded by Laura to approve checks from Special Account. All ayes, motion carried.

The 2017 expenditures to date were reviewed.

Old Business:

- **Library Mission Statement:** Tabled to June meeting.
- **Demmer Trustee Bylaws:** Motion by Catherine, seconded by Laura, to approve the bylaws as amended. All ayes, motion carries.
- **Review Financial Policy:** Tabled to June meeting.

New Business:

- Discuss/approve letter to town board from library board on behalf of DCC: the board reviewed and discussed the draft letter. Motion by Laura, seconded by Steve to approve the letter as edited. All ayes, motion carries.
- Discuss/Approve job description for Assistant Director/Technical Services Librarian: Discussed the draft job description and announcement. Steve moved, Laura seconded to accept the job description with edits. All ayes, motion carries.
- Discuss/Approve Kozar fire alarm replacement: Discussed the quote for fire alarm replacement from Kozar Technologies. Motion by Laura to accept the fire alarm replacement using funds from the non-lapsing account. Catherine seconded, all ayes, motion carries.
- Discuss/Approve 2018 County budget request: Discussed the annual request for \$42,624. Motion by Laura to approve the request as presented. Steve seconded, all ayes, motion carries.
- Discuss/Approve 2018 cross border payment request: Discussed the Act 420 letters to be sent to Forest and Lincoln counties. Motion by Kathleen, seconded by Dianna to approve the cross-border letter to be sent to the Forest County clerk. Motion by Catherine, seconded by Laura, to approve the cross-border letter to be sent to the Lincoln County clerk. All ayes, motion carries.
- 2018 capital budget: addressed a question from the DCC about placing the funding for the library construction on the 2018 capital budget. Motion by Steve to table placing the funding for the remodel/expansion project until receiving direction from the letter. Seconded by Catherine. All ayes, motion carries.

Concerns and comments from trustees: Laura has submitted her letter of retirement to the School District of Three Lakes. Once that has been finalized, Dianna will work Dr. Karling to request the school appointment to the board be transferred to her.

Discussion of future agenda items:

Discuss date for July meeting. Will review whether a change will be necessary at the June meeting.

Comments from citizens: None

Next Meeting: June 20, 2017, 4:30 p.m.

There being no further business, Laura made a motion to adjourn, seconded by Steve. All ayes, motion carried. The meeting adjourned at 5:51 p.m.

Respectfully submitted: Erica Brewster, Director