

Minutes June 20, 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), Tom Asbeck (member, DCC)

Paul Kaiser called the meeting to order at 4:30 p.m.

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

Approval of Minutes: Motion by Kathleen Olkowski, seconded by Dianna Blicharz, to approve the minutes of the May 23, 2017 regular meeting with edits noted by Erica. All ayes, motion carried. All ayes, motion carried.

Correspondence: The letter received from the Town of Three Lakes in response to the letter requesting guidance in obtaining town funding for the library building project was shared and discussed.

Committee Reports:

Three Lakes Public Library Foundation: The foundation met on June 5, 2017 for their annual meeting. Officers were (re)elected to 2017-2018 terms. Ron Patterson presented the annual financial report on the foundation's investments. Foundation voted to move to be more conservative with the investments as we approach an actual building project. Spring Fling netted a little over \$2,100. There are a few "Books for Bucks" books/prizes, which may be promoted at the July 4 book sale, and could bring in some additional funding.

Oneida County Library Board: The next meeting will be held on July 13, 2017.

Demmer Design and Construction Committee: Catherine and Erica reported on the architect interviews held on May 31. Funktion Design Studios and Hoffman... were invited to interview. Prior to the interviews the committee spent several meetings to develop questions, scoring system, and general planning for the interview, including reviewing the proposals received from the two firms. The day of, the firms began with a presentation and the DCC members asked questions. Members of the committee filled out the score sheets and the tallies were tabulated. Following the interviews, three references for the leading firm were called. Paul complimented the professionalism of the process used. Some discussion followed regarding next steps in contracting. Vicki suggested the library board give some thoughts as to where the costs for the initial design services should come from.

Director's Report:

The board reviewed the director's report. No comments or questions.

Budget Review:

Motion by Steve, seconded by Catherine, to approve vouchers 67 - 80 for May-June 2017 for payment from the Town Account. Motion by Catherine, 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:** Laura and Dan reviewed other mission statements and have developed a draft statement for the board's consideration. Motion by Dianna, seconded by Catherine to adopt the presented draft

mission statement as the Demmer's official mission statement. All ayes, motion carries. Discussion on future uses and display.

Dan left at 5:20 PM.

- Review Financial Policy: Motion by Steve, seconded by Catherine to approve the financial policy as amended and presented. All ayes, motion passes.

New Business:

- Discuss/approve recommendation of DCC for architect to provide design services: DCC recommended Hoffman Planning, Design & Construction to the board of trustees for consideration for entering into a contract. Motion by Laura, seconded by Dan to accept the recommendation of the building committee in hiring an architect. All ayes, motion passes.
- Staff Vacancy:
Motion by Steve, seconded by Dianna to move into closed session at 17:26 in accordance with Wisconsin Statutes 19.85 (1) (a)-(j) for the following purpose: (c)"considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility". Roll call vote: Steve – aye, Dianna – aye, Catherine – aye, Kathleen – aye, Paul – aye, Laura – aye.

Steve left the meeting at 5:53 PM.

Motion by Kathleen, seconded by Laura, to return to open session at 17:56 to act on any matter(s) that were discussed in closed session requiring committee action. Roll call vote: Kathleen – aye, Catherine – aye, Dianna – aye, Laura – aye, Paul – aye.

Motion by Laura, seconded by Catherine to direct Erica to offer the salaries as discussed in closed session. All ayes, motion carries.

- Discuss/approve library internship: Anya Fairchild has expressed interest in a summer library internship, as described on the handout. The Foundation has agreed to donate \$500 for this. Request for additional \$500 from Stacey's salary savings. Catherine moved, Laura seconded to allocate \$500 for the library intern. All ayes, motion passed.
- 2018 Budget Process: The budget packet was sent on June 5, while Erica was on vacation. She noted that the budget timeline has moved up, leaving very little time between receiving 6 month totals and submitting a budget. The board will meet on July 11 to review a draft budget for submitting to the town on July 12.

Concerns and comments from trustees:

Future agenda items: Operating and capital budget. Assign Trustee essentials, DCC report on architect

Comments from citizens: None

Next Meeting: July 11, 2017, 4:30 p.m.

There being no further business, Catherine made a motion to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 6:19 p.m.

Respectfully submitted: Erica Brewster, Director