

Minutes June 21, 2016
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Catherine Marshall, Kathleen Olkowski, Vicki Reuling, Laura Wipperman

Absent:

Other Attendees: Erica Brewster

Vicki Reuling 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 Catherine Marshall, seconded by Kathleen Olkowski, to approve the minutes of the May 17 regular meeting as presented. All ayes, motion carried.

Correspondence: Vicki reported on the donation of a collection of birding books from a donor who chose us due to Three Lakes being a Bird City and having the Nicolet Bird Club. The collection is currently housed in the conference room; each book will be marked with a label per the request of the donor and the librarians will work on deciding how the collection will be cataloged or managed. Vicki and Erica presented the collection to the Bird Club on Monday, June 20.

Committee Reports:

Friends of the Demmer Library: The next sale will be the 4th of July Book Sale. Friends of the Library have been supporting programs, including books for the Young Adult book club and summer reading programs. They made \$200 at last sale. Annual meeting in August.

Three Lakes Public Library Foundation: Vicki reported on Spring Fling. The event netted \$3,332, which was the largest amount to date. The Foundation held their annual meeting on June 20. Ron Patterson, the fund manager, gave an annual report. The fund earned about 1.5% in 2015; current balance of the fund is \$952,000, and he will lower his fee now that the fund is nearing \$1 million. Election of officers kept the same slate of officers for 2016/2017; Bob Werner, President; Vicki Reuling, Vice President, Nancy Kimla, Treasurer; Amy Baumetz, Secretary.

Oneida County Library Board: The Oneida County Library Board has not met since the last meeting. Next meeting will be July 14. Reminders about cross border letters have been sent; Erica mailed the request to Oneida County last week.

Director's Report:

The board asked about updated information on quotes for replacing the server. Erica reported that a quote totaling \$6,160 had been received from local business owner Dan Krajewski (dba Computer Success) that would cover server replacement (labor and materials) plus additional an additional IT wiring project. She felt it was a good quote for necessary work that may be more pressing due to recent server error reports. The cost of the whole project would completely use up the computer hardware/software and contingency line items in the 2016 budget, and some beyond what is currently budgeted. She is concurrently developing a technology replacement plan with the capital budget to prevent unexpected costs in the future.

Questions were raised regarding the recent power outage on June 10, specifically any deficits noted. The emergency lighting worked well this time. The library is in need of replacing their weather radio and would like to look into a police scanner to assure they are not releasing people into an emergency situation. The Library Board would like to review the

inclement weather/closure policy in the future, and would like to investigate incorporating language for unattended children present at time of an emergency closure.

There was discussion about the Fraiser's inspection of the A/C unit needing repair. They directed Erica to place that item in the capital budget plan for 2017.

Budget Review:

Motion by Paul, seconded by Catherine, to approve vouchers 68 - 91 for May-June 2016 for payment from the Town Account and Special Account. All ayes, motion carried.

The 2016 expenditures to date were reviewed.

Request for transfer of non-lapsing funds to operational budget: motion by Laura seconded by Dianna to request that the Town Board approve transfer \$8,000 from non-lapsing to operational budget for purchase of a microfilm scanner. All ayes, motion carries. The board requested that there be publicity of the funding partnership with the Three Lakes Genealogical Society and Three Lakes Historical Society once the scanner is purchased and installed.

Old Business:

- **Building Renovation:**

The agenda for the June 21 town board meeting has an agenda item for reviewing alternative building options for the Town Building. It is not known what this item will address or how it might affect the library plans.

On July 5, 2016 there will be an open house for the public on Tuesday, July 5, 3 – 6 PM (prior to the Town Board meeting). The Historical Society, Town, and Library buildings will be open to the public and representatives from each will be available to answer questions or listen to public comments. Vicki requested assistance from board members to provide refreshments and/or participate at the event.

Discussion followed about individuals who are waiting to make donations, but want to see action towards a concrete plan before committing funds. Visibility and momentum continue to be a key issue.

Vicki reported that the Foundation will also host a donor reception in late July/August as an opportunity to recognize/thank current donors. It is hoped that there will be some more concrete information to provide at that meeting.

Erica also discussed a potential fundraiser over the summer to both raise funds for furnishing the expansion of the library and to provide an outlet for action and visibility.

Fundraising committee meeting has met. They will not have a float in the 2016 4th of July parade – give somebody else the opportunity to take first place. They will be selling flags as a fundraiser.

- **Trustees Essentials, Chapter 10 and 11:**

Library Board discussed the status of existing policies and policy review. 6 policies were updated in 2015; additional policies are active and on record. The board and director will continue to review and update policies as a routine practice.

The Board discussed the status of long-range planning. The last 3-year plan on file was for 2007 – 2010, and then the Demmer Library Building Committee began doing long range planning as part of building planning in 2011. Discussion about current/ongoing activities that constitute long-range planning, and what barriers there are to implementing that plan followed.

However, the mission statement hasn't been updated or clarified for many years. Mission statements will be placed on a future (August 2016) agenda to allow for focused discussion. Laura will research comparable libraries' mission statements and/or tag lines for future.

Catherine will facilitate Chapter 12 Library Standards at the next meeting.

New Business:

- **2017 Operational and Capital Budget:**

Erica has begun drafting a capital budget. This is something new for the library – in the past, capital expenditures were taken out of the regular operational account. Now large purchases (computer equipment, etc.) will be placed on a separate capital budget, which should hopefully improve planning for durable goods and technology.

Erica has met with Sue to briefly discuss possible impacts on operational budget: Sue is planning for a 5% increase in health insurance, though the true cost won't be known until much later. Assistant Director Nancy Brewster is planning to retire in the fall of 2017. Erica will budget for her sick leave payout and will begin working on developing a job description and other recruitment materials for summer of 2017. Will also need to discuss whether there will be any overlap for training or other handover, and the board will need to set the compensation for that position.

Library board would like to review the draft of the budget before submitting the operational budget to the Town on July 13. Erica will request to submit the operational budget after the next Library Board meeting on July 19.

Comments from citizens:

There were no citizen comments.

Next Meeting: July 19, 2016, 4:30 p.m.

There being no further business, Catherine Marshall made a motion to adjourn, seconded by Laura Wiperman. All ayes, motion carried. The meeting adjourned at 6:10 p.m.

Respectfully submitted: Erica Brewster, Director