

Minutes July 11, 2017
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Paul Kaiser, Catherine Marshall, Kathleen Olkowski, Dan McKissack

Absent: Laura Wiperman, Steve Garbowicz

Other Attendees: Erica Brewster (library director), Vicki Reuling (chair, DCC), Tom Asbeck (member, DCC)

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

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

Approval of Minutes: Motion by Dianna, seconded by Catherine, to approve the minutes of the June 20, 2017 regular meeting. All ayes, motion carried. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: The foundation's next meeting is scheduled for July 24, 2017. Remaining items from "Books 4 Bucks" and some book bags sales raised funds at the 4th of July book sale. Additional funds have come for dedicated memorials.

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

Demmer Design and Construction Committee: Following board approval of selection of Hoffman Planning, Design, and Construction, Inc., the committee requested a contract for architectural services. Catherine reported on the last meeting of the DCC during with the draft contract from Hoffman Planning, Design, and Construction, Inc., was reviewed and discussed. The contract was included in board packets and further discussed in the agenda item under new items.

Director's Report:

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

Budget Review:

Motion by Catherine, seconded by Kathleen, to approve vouchers 81 -89 for June-July 2017 for payment from the Town Account. Motion by Dan, seconded by Catherine to approve checks from Special Account. All ayes, motion carried.

The 2017 expenditures to date were reviewed.

Motion by Dan, seconded by Kathleen to approve the 2nd quarter non-lapsing transfer from fine and copier income.

Old Business:

- None.

Dan left at 5:20 PM.

New Business:

- **2018 Capital and Operational Budget:** Motion by Catherine, seconded by Dan to approve the initial draft of the 2018 operational budget to the town. All ayes, motion passes. Motion by Dianna, seconded by Catherine, to approve the 6-year capital plan to be passed on to the town. All ayes, motion passes.

- Contract from Hoffman Planning, Design & Construction, Inc.: Vicki Reuling, chair of the DCC, reviewed the questions/concerns identified by the DCC. The DCC moved to request the library board approve taking this contract (with noted questions) to the town chair and then discuss and make changes to the contract as needed and agreed (as outlined in presented memorandum of understanding) to take back to the DCC to discuss with the architect at their next meeting before returning to the library board. Motion by Catherine, seconded by Dianna to forward the contract with the memorandum of understanding for discussion with town chair with the recommendation that, the town be designated as the Owner, and per Article 5, Section 5.3 of the contract, the library board shall be the owner's representative. All ayes, motion passes.

Motion by Kathleen, seconded by Catherine, to utilize funds from the non-lapsing account to cover costs for the initial architectural design fees. All ayes, motion carries.

- Community Request: The board will wait for a formal request and to review the design for a plaque.
- Trustee Essentials: Paul will volunteer to take a lead on chapter 15, Library Board and Public Records Law, with Steve Garbowicz as backup, for the August meeting.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: August 15, 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 5:51 p.m.

Respectfully submitted: Erica Brewster, Director