

Minutes July 19, 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,
Absent: Laura Wiperman

Other Attendees: Erica Brewster, Town Chair Stella Westfall

Vicki Reuling called the meeting to order at 4:34 p.m.

Agenda:

Motion by Catherine Marshall, seconded by Paul Kaiser, to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes: Motion by Paul Kaiser, seconded by Catherine Marshall, to approve the minutes of the June 21 regular meeting as presented. All ayes, motion carried.

Correspondence: E-mail correspondence was received from Melody Hamlin in response to an inquiry

Committee Reports:

Friends of the Demmer Library: The Friends of the Library 4th of July book sale netted \$1,050 – possibly a record. It also moved a large amount of inventory. Good feedback from those attending – many/mostly summer visitors who view the book sale as a key part of their 4th of July tradition. There won't be a book sale in July as the organizers have to be out of town. The next book sale will be in August. The Friend's annual meeting will be held Monday, August 8 at the library.

Three Lakes Public Library Foundation: Library Foundation hasn't met since the last Library Board meeting, but the Foundation is organizing a donor reception on Monday, August 15, 4 – 5 PM. More details to follow.

Oneida County Library Board: The Oneida County Library Board met on July 14. Accepted budget requests from 3 OC libraries and reviewed cross-border budget submissions from other county libraries. Also reviewed the County Efficiency Team request; assigned three Library Directors to work with OCLB board member and OC board member Alan van Raalte to complete the submission to the county by August 1.

Director's Report:

Catherine inquired about the status of the employee fitness program. Erica admitted that due to the summer activity, she hasn't had time to track and respond to employee participation. She noted that it seems running around the library and keeping up with patron needs is the fitness program for the summer.

Budget Review:

Erica explained that due to a discussion between WVLS and a local contractor, there has been a last minute change to a quote for replacing the library's aging server. Discussions were occurring right up to the board meeting. Erica feels this is an urgent issue and she would like permission to proceed with negotiating and purchasing a server, recognizing that the amount on voucher 93 will be incorrect. Funds for the purchase are available in the budget. The board approved moving forward with the project; corrections to the voucher amounts/financial reports will be made at the August meeting.

Motion by Catherine, seconded by Dianna Blicharz, to approve vouchers 92 - 102 for June-July 2016 for payment from the Town Account and checks from Special Account. All ayes, motion carried.

The 2016 expenditures to date were reviewed.

Old Business:

- 2017 Operational and Capital Budget:

Vicki checked the new rules for paid overtime to salaried workers; the director will not be subject to those rules as the salary is above the new limit.

The Board suggested reviewing the personnel policy for sick leave payouts and revising the personnel policy prior to new hires.

Motion by Dianna, seconded by Catherine to approve the 2017 operational budget to be submitted to the Town. All ayes, motion carries.

Motion by Dianna, seconded by Kathleen to approve the six-year capital plan to be submitted to the Town. All ayes, motion carries.

- Building Renovation:

Vicki invited Town Chair Stella Westfall to attend the library board meeting. Stella explained that she feels it is time to make some decisions. The Town Board will have a special one-hour board meeting on Wednesday, July 20 to define a direction. Stella stated that the feeling from the Town Board seems to be a division over scope and cost of the project – that the Library Board had drawn a line in the sand at \$1.9 million. Vicki stated the Library Board had come to the town with the question of the deferred maintenance, and felt their request hadn't been received.

Dianna Blicharz asked for clarification as to whether the Town meant to move ahead sooner than a referendum. Stella stated that no, this is because in order to have an advisory referendum in November, they need to plan now to get questions on the ballot. Stella said the Town's question is what would the library do in the case of a failed referendum; what is the back-up plan?

Paul Kaiser stated that his understanding is that they would look first at the deferred maintenance costs (\$200,000 – \$300,000) and then the Foundation money would be available for additional remodeling.

Stella also talked about some other alternative building options. Discussion followed regarding cost of waiting and the endless exploration of options. The Steve Garbowicz made the point that the library will have difficulty developing a back-up plan until they have clear direction from the Town Board.

Kathleen Olkowski asked what the deciding factor is to determine if the Board will take this to referendum. Stella replied that it will need to be a decision taken by the board, with no clear deciding factor.

Vicki also stated her concern about professional skills and understanding of the construction process. She would like to have access to a construction professional without conflict of interest that could advise both boards on construction methods.

Vicki and the board thanked Stella for attending the Library Board meeting.

- Trustees Essentials, Chapter 12, Library Standards:

The Library standards can be found on the DPI website. Catherine noted that the work of the Demmer Library Building Committee was founded on working to maintain an excellent standard of performance. Catherine did question the feasibility and even the rationale of trying to maintain an excellence standard. Erica did explain how dependent those numbers are on the service population. Catherine further discussed the philosophy of pursuit of excellence according to the DPI standards. Also, these standards are from 2001, and there was discussion about how it makes it less urgent to comply with these particular standards. There is commitment to maintaining a high level of service, but what standards should be used to set those benchmarks. The chapter does also state that the counties can set their own standards; Oneida County does not have specific standards identified in the county Plan of Service.

Paul will facilitate Chapter 13 – Library Advocacy at the next meeting.

New Business:

- WVLS Statistics Report:

WVLS has made the 2015 System Annual Report packet available – and it is available online at <http://www.wvls.org/reports/2015-statistics-packet> . It itemizes all the items reported on by each individual library and breaks it down by county. It is good information for understanding the variety of library situations and activities in the WVLS system.

Comments from citizens:

There were no citizen comments.

Next Meeting: August 16, 2016, 4:30 p.m.

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

Respectfully submitted: Erica Brewster, Director