

Minutes August 15, 2017  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

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

Absent: Dan McKissack

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 Kathleen Olkowski, seconded by Catherine Marshall, to approve the agenda in any order. All ayes, motion carried.

**Approval of Minutes:** Motion by Kathleen, seconded by Dianna Blicharz, to approve the minutes of the July 11, 2017 regular meeting. All ayes, motion carried. All ayes, motion carried.

**Correspondence:**

**Committee Reports:**

**Three Lakes Public Library Foundation:** The foundation met on Monday, July 24, 2017. Primary discussion was about the building and renovation plans – an update was received from the chair of the DCC. The foundation is becoming more conservative with the investments as we move closer to construction. As fundraising continues, the foundation will move away from specific membership giving levels and focusing more on receiving donations towards specific projects, which will be reflected in the end-of-year giving letter. \$2000 raised at Spring Fling was approved for transfer to the library purchase of new books. An anonymous donation covered the purchase of the quilts.

**Oneida County Library Board:** The Oneida County Library Board met on August 10, 2017. They are continuing to work through the 2018 budget process and crafting the request for the county board. The board is also working on long-overdue updates to the bylaws. Received reports regarding proposals for a state-wide system rather than the various local systems through the Public Library System Redesign (PLSR) process.

**Demmer Design and Construction Committee:** Vicki Reuling provided an update on progress made since the library board met on July 11 and gave conditional approval to the contract, pending clarifications and changes proposed. The contract was then sent back to the DCC, which met on July 18 and had a conference call with Jody Andres of Hoffman to make the changes requested. The contract was immediately forwarded to the town board on July 18, and was approved and signed by Chair Jeff Bruss and sent to Hoffman. Jody and a second architect, Jon, came up to Three Lakes on August 4 and met with Janet, Erica, and Vicki for an initial coordination meeting. Hoffman has also established an online project coordination site.

Vicki met with Chair Bruss to determine exact parameters of the building space available. The topic of the town office complex and library expansion are now on the agenda for the town board following this evening. There is still a lot of support from the town chair for the project, but still a lot of unknowns about space available. The DCC will meet with Jody again on Thursday, August 24, at 1 PM.

**Director's Report:**

The board reviewed the director's report. Erica elaborated on several items in the report and responded to questions.

**Budget Review:**

Motion by Steve Garbowicz, seconded by Dianna, to approve vouchers 90 - 101 for July – August 2017 for payment from the Town Account. Motion by Steve, seconded by Catherine to approve checks from Special Account. All ayes, motion carried.

The 2017 expenditures to date were reviewed.

**Old Business:**

- 2018 Capital and Operational Budget: Erica reported on the outcome of the first budget hearing. The library's capital budget request was zeroed out, as most department's capital budgets were zeroed or drastically cut.
- Trustee Essentials: Steve led discussion on Chapter 15: Library/Library System Boards and the Public Records Law.

**New Business:**

**Concerns and comments from trustees:**

**Future agenda items:**

- Designation of records custodian

**Comments from citizens:** None

**Next Meeting: September 19, 2017, 4:30 p.m.**

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

Respectfully submitted: Erica Brewster, Director