

Minutes August 23, 2016
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Steve Garbowicz, Paul Kaiser, Catherine Marshall, Vicki Reuling, Laura Wipperman

Absent: Kathleen Olkowski, Dianna Blicharz

Other Attendees: Erica Brewster, Ken Klein

Vicki Reuling called the meeting to order at 4:33 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 Paul Kaiser, seconded by Steve Garbowicz, to approve the minutes of the July 19 regular meeting as presented. All ayes, motion carried.

Correspondence:

Committee Reports:

Friends of the Demmer Library: The Friends of the Demmer Library voted at their Annual Meeting on August 8 to place their organization into hiatus. No individuals could be found willing to accept nominations to the positions of president or vice president. The used book sales will continue on select quarterly dates (August, October, February, May, July 4) as volunteer-run activities of the Demmer Library. Management of the bank account will be passed to the library and the library director will review the situation again in August of 2017. Vicki recommended that we put a thank you from the Library Board in the October newsletter.

Three Lakes Public Library Foundation: The Foundation held an hour-long donor appreciation reception at the Black Forest on August 15. Approximately 60 people attended (about 75 RSVPed). The event was well received. The board reviewed comments from surveys from the event.

Oneida County Library Board: The Oneida County Library Board met on August 18. They accepted the county efficiency report from the workgroup. They set the budget request for the 2017 county budget. There was a surplus for 2017 compared to the 2016 budget allocation. The board voted that should the same budget request be approved for 2017, the funds should be allocated to Minocqua Public Library. Reports from the three libraries and WVLS.

Director's Report:

Catherine asked about the increase in interlibrary loan received. There was some discussion about reasons for the increase and whether this reflected the condition of the Demmer's collection.

Budget Review:

Motion by Steve, seconded by Catherine, to approve vouchers 103 - 116 for July –August 2016 for payment from the Town Account and checks from Special Account. All ayes, motion carried.

The 2016 expenditures to date were reviewed.

The quarterly transfer for fines and copies was reviewed.

Old Business:

- **2017 Operational and Capital Budget:**

Erica and Vicki met with Sue and Stella for a department head budget meeting. Vicki noted that Stella has carefully considered many details regarding the salaries and health insurance lines, specific to the retirement payout and new hire. Overall the conversation revolved as much around accounting methods as amounts of funds.

- Building Renovation:

The focus is now on the referendum. The library board suggests forming a public awareness committee. Will call an organizational meeting on Wednesday, September 14 at 6 PM.

- Trustees Essentials, Chapter 13, Library Advocacy:

Brief discussion on advocacy. Board feels as though they are in the process of advocacy at the moment. However, it's an important point to continue advocacy in times without direct need. Will continue conversation at the next meeting.

New Business:

- Library Book Sales and Volunteers:

Volunteers will be asked to sign up for book sales in advance. Training for library volunteers will be held on Friday, September 30.

- Library Mission Statement:

Reviewed sample mission statements from regional public libraries.

Comments from citizens:

There were no citizen comments.

Next Meeting: September 20, 2016, 4:30 p.m.

There being no further business, Catherine made a motion to adjourn, seconded by Steve. All ayes, motion carried. The meeting adjourned at 6:00p.m.

Respectfully submitted: Erica Brewster, Director