

Minutes September 19, 2017  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Steve Garbowicz, Catherine Marshall, Dan McKissack, Kathleen Olkowski, Laura Wipperman

Absent: Paul Kaiser

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

Laura Wipperman called the meeting to order at 4:35 p.m.

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

**Approval of Minutes:** Motion by Steve Garbowicz, seconded by Kathleen Olkowski, to approve the minutes of the August 15, 2017 regular meeting with the change of the reported date for the OCLB meeting. All ayes, motion carried. All ayes, motion carried.

**Correspondence:** None

**Committee Reports:**

**Three Lakes Public Library Foundation:** The foundation met on Monday, September 19, 2017. The foundation expressed approval of the draft conceptual design plans for the building and the process for using foundation money to pay the construction bills. The foundation has decided to move away from “membership level” and more towards donations towards specific asks or projects, or specific needs related to the building project.

**Oneida County Library Board:** The Oneida County Library Board hasn’t met since the last library board meeting. They will schedule another meeting after the Oneida County budget hearings scheduled for early October.

**Demmer Design and Construction Committee:** Catherine Marshall provided an update on progress made since the library board met on August 15. The DCC met on August 24 and again on September 14 to review the developing designs. Jon Rynish has been the project architect working under Jody on the project and the committee has been very pleased with his work. Vicki Reuling then presented the draft designs updated 9/14/2017. The board expressed approval of the progress to date.

**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 Catherine, seconded by Kathleen, to approve vouchers 101 - 119 for August – September 2017 for payment from the Town Account. Motion by Steve, seconded by Catherine to approve checks from Special Account. All ayes, motion carried.

Motion by Steve, seconded by Catherine to approve the payment of \$6,500 of the first portion of the contract for conceptual/schematic design portion of the 08/31/2017 invoice from Hoffman Planning, Design & Construction.

The 2017 expenditures to date were reviewed.

**Old Business:**

- 2018 Capital and Operational Budget: Erica and Paul met with town chair Jeff Bruss on 8/16 to review the library's 2018 operating budget request. No further changes have been made to the library's portion of the town budget. As the 9/19 regular town meeting was waived, there will be no further special budget hearings until October or possibly November.
- Trustee Essentials: Tabled until October. Steve will lead the discussion on chapter 16: Ethics and Conflicts of Interest Laws Applying to Trustees.

#### **New Business:**

- Special Account information request: Erica reported on August 17 she received a request from the town clerk to have an itemized breakdown of funds received/spent in the board controlled fund accounts ("Special" account and "Property Maintenance" account) for the last 10 years. Erica responded explaining that as those were board controlled funds, she felt necessary to have direction of the board. The board would like to know if this is a public records request, and if so requested she respond with copies of the monthly Special Account reports and charge for time and copies.
- Review process for paying construction bills: Erica, Vicki, and Nancy Kimla (library foundation treasurer) met with town clerk Sue Harris and town treasurer Lanea Kowalski to describe a process for payment of library construction bills in a timely and transparent manner. Board members received the proposed outline in their packets. The foundation reviewed the process at their meeting on 9/18 and agreed to it. The board suggested requesting a summary of the reimbursable, and clarification of what step of the contract is being billed.
- Discuss/approve use of remaining funds in non-lapsing account: Approximately \$41,000 of undesignated funds remains in the library's non-lapsing account. Motion by Dianna, seconded by Dan McKissack to designate \$30,000 of non-lapsing funds to be moved to the 2018 capital budget for costs relating to construction project. All ayes, motion carries.
- Discuss/approve resolution to allow payment of bills in advance of board meetings: Steve outlined methods used by different boards to address this issue: 1) special meetings to approve payment of bills; 2) appointing an executive committee of the board to approve bills; 3) creating a resolution to allow bills be paid before the meeting with the bill approved at the next regular meeting. Discussion of how to maintain accountability with those options. The board will request Hoffman explain their certification process and billing process at the next DCC meeting on 9/28 and have the DCC discuss how they would handle the process and consider selection of general contractor/construction management.

#### **Concerns and comments from trustees:**

##### **Future agenda items:**

- Review the role of the DCC in the construction process as described in the charter

**Comments from citizens:** Vicki raised the question about contacting the Demmer Trust, and offered to assist with getting a letter sent.

#### **Next Meeting: October 24, 2017, 4:00 p.m. or 4:30 pm.**

There being no further business, Dianna made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 6:08 p.m.