

Minutes October 24, 2017
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent:

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

Paul Kaiser called the meeting to order at 4:02 p.m.

Agenda: Motion by Laura Wipperman, seconded by Steve Garbowicz, to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes: Motion by Laura, seconded by Steve, to approve the minutes of the September 19, 2017 regular meeting as presented. All ayes, motion carried. Motion by Steve, seconded by Catherine Marshall, to approve the minutes of the October 3, 2017 special meeting as presented. All ayes, motion carried.

Correspondence: Former trustee Sarah Ewing's husband, Jack, passed away a week ago Thursday. There will be an open house memorial at Sarah and Jack's home tomorrow, October 25. All are invited.

Committee Reports:

Three Lakes Public Library Foundation: The foundation met on Monday, October 16, 2017. The foundation was informed of the additional \$30,000 transferred to capital funds from the nonlapsing account for 2018. The foundation charged the fundraising committee with creating a holiday postcard to continue fundraising efforts. Foundation members are working on closing out pledges. Vicki and Erica will present to the Eagle River Rotary on November 27. Other fundraising avenues are being pursued.

Oneida County Library Board: The Oneida County Library Board met briefly on October 4, 2017 to adjust the budget per the budget request from Antigo which was received per state requirements. The library budget was presented and approved by the Oneida County Administrative Committee on October 12. It will be forwarded to the full Oneida County Board for approval as part of the entire county budget on November 14. If passed in the whole, the amount for the Demmer would be \$43,642, \$1,000 increase over past years.

Demmer Design and Construction Committee: Catherine Marshall provided an update on progress made since the library board met on October 3. The conceptual design was presented to the town board on October 3, and was forwarded to the Plan Commission, which meets at 5:30 PM this evening. The committee has met several times since October 3, including design details such as exterior materials, colors, etc. Other discussions include more of the construction management decisions, responsibility of the architect during process, etc. One item that is being turned to the library board for discussion is library security, including CCTV, etc. Laura volunteered to research what other area libraries use. Erica also suggested that a conversation with Kozar which supplies the fire alarm control, as well as a conversation with Chief Lea, especially as there likely will also be security considerations for the town building next door.

Vicki Reuling reported that she and Tom Asbeck met with DeLeers, which is doing the design for the proposed new town office next door. They are on the same timeline, so it would be a consideration to look at coordinating with them for efficiencies or opportunities for cost savings.

The DCC also approved a \$2,500 contract for geotechnical engineering, which has been signed by town chair Jeff Bruss. This action is under the purview of the DCC charter.

The DCC continues to be challenged by balancing the design considerations and the budget.

Director's Report:

The board reviewed the director's report. Erica followed up on the leaking water heater – the plumber said that it could limp along for a while, so possibly could last until construction begins. She did receive a quote of \$655 for labor and parts, if replacement is needed. She also spoke to the architects about the problem and options for the new building. They will speak to the mechanical engineers and plumbing and follow up.

Budget Review:

Motion by Steve, seconded by Laura Wiperman, to approve vouchers 119 - 135 for September – October 2017 for payment from the Town Account. Motion by Catherine, seconded by Steve to approve checks from Special Account. All ayes, motion carried.

Motion by Steve, seconded by Catherine to approve the payment of \$18,754.70 for the second portion of the contract for design portion of the 09/30/2017 invoice from Hoffman Planning, Design & Construction. All ayes, motion carried.

The 2017 expenditures to date were reviewed.

The architects have clarified the process for payment of most construction bills. The architect will compile and review contractor (including subcontractor) invoices and will submit one bill to be paid on the 5th of each month, including Sue Harris, town clerk, Erica Brewster, library director, and Vicki Reuling, DCC chair on the e-mail. The bill will be reviewed by the DCC, then forwarded for approval by the foundation (meeting on the 3rd Monday of the month), the library board (meeting on the 3rd Tuesday), and to the town (meeting on the 3rd Tuesday), and paid before the end of the month.

Motion by Steve, seconded by Dianna, to approve the 3rd quarter transfer of \$1,289.93 (\$722.00 copier income and \$517.93 fines income) to the library non-lapsing account. All ayes, motion carried.

The board reviewed the 3rd quarter special funds account balances, noting that a new special account was opened at mBank (and retroactively approved by the town board on 10/17 because it was opened using the town tax ID number). After a period of transition, this will become the main account for the library's main board controlled funds account, as mBank still has a coin counting machine and can provide the other services needed. The BMO special account will be closed.

Old Business:

- **2018 Capital and Operational Budget:** Erica included in the board packet a copy of communication with town chair Jeff Bruss in response to action taken at the 10/3 and 10/17 special budget hearings. Discussion and minutes of the 10/3 town budget hearing meeting were unclear about the intention of a recommendation for a 2% reduction to the library budget and whether it applied to the proposed 2% staff salary increases or the entire operating budget. Published budget numbers at the 10/17 hearing indicated the 2% applied to the entire operating budget. The board recommended that Erica and Paul still have a conversation with chair Jeff Bruss and town clerk to have an investigative discussion and begin a proactive budget discussion to address potential impacts for 2019. Erica presented a surgical option to addressing the 2% which limited impacts on staff to no 2% increase and limiting number of hours worked in a year but not impacting public service hours, and spread out the impact over a variety programs and budget areas. The trustees expressed disappointment that they couldn't provide an increase in financial compensation to the staff who merited it, and hoped they could address that in 2019. They also expressed a strong desire to maintain the level of service and open hours especially in light of a newly remodeled facility.

- Trustee Essentials: Tabled until November meeting. Steve will lead the discussion on chapter 16: Ethics and Conflicts of Interest Laws Applying to Trustees.
- Discuss/approve resolution to allow payment of bills in advance of board meetings: Reviewed option of creating executive committee of board vs. paying bills according to the process described above. Preference is for maintaining status quo of approval at board meeting. If a special meeting is required, the DLBT will call said meeting.

New Business:

- Discuss/approve request for funds from Demmer Trust: Reviewed a copy and edited version of a letter requesting support from the Demmer Trust for itemized upgrade and renovation costs per the itemized list received from Hoffman. Further edits were suggested and a final version will be sent in Paul's name.
- Review role of DCC in the construction process as described in the charter: Tabled until the next meeting.
- Review/discuss reporting on building expenses: Discussion/review of process to date. The board is comfortable with any documentation and reporting that is asked for by foundation and DCC and town.
- Discuss logistics for library services during construction: Erica presented some best practices she learned on her library tour in the Pacific Northwest, including ideas for providing public services from one location while maintaining the collection from a secondary (staff only) location during construction. The board agreed that would be a good option to pursue. Paul and Dianna agreed to be the board representatives to assist with research.
- Nancy retirement gift: Contributions to the cost of the balsam fir are welcome.

Concerns and comments from trustees: None heard.

Future agenda items:

Comments from citizens: None heard.

Next Meeting: November 21, 2017, 4:00 pm.

There being no further business, Laura made a motion to adjourn, seconded by Steve. All ayes, motion carried. The meeting adjourned at 5:26 p.m.

Respectfully submitted: Erica Brewster, Director