

Minutes November 15, 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 Wipperman

Other Attendees: Erica Brewster

Vicki Reuling called the meeting to order at 4:30 p.m.

Agenda:

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

Approval of Minutes: Motion by Dianna Blicharz, seconded by Paul, to approve the minutes of the October 18 regular meeting as presented. All ayes, motion carried.

Correspondence: Erica received an e-mail from Melody Hamlin following the release of the results of the referendum, confirming that she, with her new consulting architecture firm is still interested in assisting with the design process. Erica responded with an acknowledgement and a thanks for continued interest.

Committee Reports:

Three Lakes Public Library Foundation: Library Foundation will meet on Monday, November 21.

Oneida County Library Board: The Oneida County Library Board will meet this Thursday, November 17. The OCLB budget was included in the whole budget and was forwarded for approval by the Oneida County Board at their Annual Budget Meeting on November 15. No information was reported by the time of the Demmer Library Board meeting.

Director's Report:

No comments on the Director's reports. Erica announced that the 2nd annual quilt auction will be held on Monday, December 5. This year will be silent auction only – no live auction. Quilts will go on display starting next week, and the silent auction will begin with the "Jingle Mingle" weekend the Saturday after Thanksgiving. There will be a soup and pie food contest for entertainment.

Budget Review:

Motion by Steve, seconded by Catherine, to approve vouchers 143 - 160 for October-November 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:**
Erica shared copies of the 2017 proposed operational and capital budget, which will be part of the Town Budget at the annual meeting later this evening.
- **Building Renovation:**
The Demmer Library referendum question passed 817 to 718 on November 8, 2016. The Town Budget Meeting follows this board meeting. Discussion followed about how to move forward at the Budget Meeting tonight and/or at the regular Town Board meeting following the Budget Meeting.
- **Library Mission Statement:**
Tabled until the next meeting.

New Business:

- **Board members with expiring terms:**

Vicki and Paul both have terms that expire at the end of 2016. Paul will accept to renew for another term on the board. Vicki announced that she has chosen not to continue in her place on the board. She will remain on the Foundation board and will be “at the service” of the board. Trustees expressed their concern with timing for Vicki’s resignation at this point in the building campaign. Discussion followed of individuals who could possibly be invited to consider applying for the board.

- **Director Evaluation:**

Vicki will ask Laura to spearhead the evaluation process. She will ask her to forward the materials to the board members.

- **Personnel Policy Review:**

Paul and Catherine met with Erica to review the first half of the personnel policy. Erica now has a list of notes and questions to follow up on for that portion. They will schedule a meeting to cover the second half later in the month.

The Demmer did participate in a grant program offered by Northwoods LEAN. Part of the requirement for that grant is that a wellness policy be created in the personnel policy and approved by the Board of Trustees by December 31, 2016. Erica will work with Catherine and Paul to bring a wellness policy to the December meeting for approval.

Comments from citizens:

There was a citizen comment requesting information on how to participate in the annual budget meeting specific to the Library referendum.

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

There being no further business, Catherine made a motion to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 5:23 p.m.

Respectfully submitted: Erica Brewster, Director