

Minutes December 20, 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, Laura Wiperman

Absent:

Other Attendees: Erica Brewster

Vicki Reuling called the meeting to order at 4:34 p.m.

**Agenda:**

Motion by Steve Garbowicz, seconded by Kathleen Olkowski, to approve the agenda in any order. All ayes, motion carried.

**Approval of Minutes:** Motion by Paul Kaiser, seconded by Dianna Blicharz, to approve the minutes of the November 15 regular meeting as presented. All ayes, motion carried.

**Correspondence:** There have been further compliments on the post cards sent by the Foundation prior to the referendum.

**Committee Reports:**

**Three Lakes Public Library Foundation:** Library Foundation met on Monday, November 21. The Foundation sent out an annual appeal with a newsletter. People were given options for directing their funds. To date there has been about \$2,500 - \$3,000 received. The Foundation received an update on the current financial holdings and building planning progress. The next big agenda item was to discuss the future of library fundraisers (specifically, Spring Fling). There is interest in creating a more inclusive event (specifically children/family oriented). Several ideas were presented. Volunteers were selected for an ad hoc committee to review options. Next Foundation meeting will be January 9.

**Oneida County Library Board:** The Oneida County Library Board did not meet Thursday, November 17, due to lack of quorum. The next meeting is scheduled for Thursday, February 16, 2017.

**Director's Report:**

Some discussion about the future of the Quilt Auction – some quilts were held back from the auction, so another event will be scheduled in the spring or summer.

**Budget Review:**

Motion by Laura Wiperman, seconded by Catherine Marshall, to approve vouchers 160 - 178 for November-December 2016 for payment from the Town Account and checks from Special Account. All ayes, motion carried.

The 2016 expenditures to date were reviewed. The board expressed concern about the low gas bill. There was a recommendation to watch the bill and consider calling WPS to double check the meter.

Motion by Kathleen, seconded by Dianna, to approve payment of remaining bills through December 29, 2016.

**Old Business:**

- **2017 Operational and Capital Budget:**

Erica shared copies of the 2017 operational budget, approved at the Town Budget at the annual meeting on November 15.

- **Building Renovation:**

Vicki reported that she and Erica traveled to Hazelhurst to look at the new Town Hall that had been designed and renovated by Melody and Rick, now of Funktion Design Studio (spun off design firm from Becher Hoppe). Subsequently they met with Melody and Rick to discuss moving forward on the design. Melody and Rick also reported on a discussion with the Town, which seemed to indicate that the Town will not move very quickly on decisions. They have put out an RFP for further design proposals.

Erica received the Agreement for Professional Services from Funktion Design Studio. The board has not had to review the proposal. Discussion followed regarding next steps. Motion by Steve, seconded by Catherine, to table proposal from Funktion Design Studio until January to allow the board to have time to review the documents. All ayes, motion carried.

- Library Mission Statement:

Tabled until the next meeting.

- Board members with expiring terms:

The board reviewed the list of candidates submitted to the Town. One candidate is not a resident of the Town of Three Lakes, but does work and is involved with the school. Vicki reviewed the state statute and the by-laws of the Board. The statutes would allow for two non-residents to serve on the board, but the bylaws would require a change to allow two non-residents.

Motion by Steve, seconded by Dianna to forward Paul Kaiser and Dan McKissack as nominations for the seats on the Library Board. Five ayes and two abstentions. Motion carries.

Suggestion to place an agenda item to review residency requirement – and terminology for the individual who leads the group from “Chairman” to “President” to align with state Trustee terminology.

- Director Evaluation:

Discussion took place in the closed session portion of the meeting.

- Personnel Policy Review:

Erica included a draft wellness policy update to be included in the revised personnel policy. This section would need to be approved to complete the library’s participation in a grant program by Northwoods LEAN.

Motion by Steve, seconded by Catherine, to create a new section within the Personnel Policy as “Employee Wellness” including the wording as presented. All ayes, motion carried.

### **New Business:**

- Consider/approve 2017 Oneida County Library Board contract:

Motion by Steve, seconded by Laura to authorize the signing of the 2017 OCLB contract with the Demmer Library. All ayes, motion carried.

- Closed Session:

Vicki moved, seconded by Paul, to enter into closed session per section 19.85(1)(c) of Wisconsin state statutes for purposes of considering employment, promotion, compensation or performance evaluation data of library staff. (Topic: employee evaluations and set 2016 wages.)

- Roll call: Dianna: aye, Paul: aye, Kathleen: aye, Laura: aye, Catherine: aye, Steve: aye, Vicki: aye.

- Return to open session: Laura moved, Kathleen seconded to return to open session.

Paul moved, Laura seconded to approve a 3% cost of living and merit increase for library staff, based on performance evaluation reports taken in closed session. All ayes, motion carries.

Steve moved, Paul seconded to approve a \$500 bonus to be paid to the library director in recognition of completing the third of the four certification classes. All ayes, motion carries.

- Trustees Essentials:

Tabled until the next meeting.

- WVLS/DPI update – Public Library System Redesign:

Tabled until the next meeting.

**Comments from citizens:**

Members of the board expressed their deep appreciation for Vicki Reuling's 18 years of service to the library board, and for her serving as board president since 2008. They acknowledged that much of the building project would not have been possible without her leadership, and stated that her presence will be sorely missed in the future. Vicki assured the board that she will continue in her role on the Foundation and is willing to assist with tasks or mentor trustees as needed.

**Next Meeting: January 17, 2016, 4:30 p.m.**

There being no further business, Catherine made a motion to adjourn, seconded by Laura. All ayes, motion carried. The meeting adjourned at 6:28 p.m.

Respectfully submitted: Erica Brewster, Director