

Minutes November 21, 2017  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Catherine Marshall, Dan McKissack (arrived 4:25 PM), Kathleen Olkowski

Absent: Laura Wipperman

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

Paul Kaiser called the meeting to order at 4:05 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 Catherine Marshall, seconded by Dianna Blicharz, to approve the minutes of the October 24, 2017 regular meeting with corrections as noted. All ayes, motion carried. Motion by Dianna, seconded by Kathleen Olkowski, to approve the minutes of the November 7, 2017 special meeting with changes as discussed. All ayes, motion carried.

**Correspondence:** None

**Committee Reports:**

**Three Lakes Public Library Foundation:** The foundation met on Monday, November 6, 2017 and were updated on progress on the design and worked on the end of year fundraising campaign.

**Oneida County Library Board:** The Oneida County Library Board budget request was approved as a part of the approval of the entire county budget at the county budget hearing on Tuesday, November 14. The OCLB will meet again on Thursday, November 30 at 1 PM at the Oneida County Courthouse. If the OCLB approves the budget as planned, the amount for the Demmer would be \$43,642, a \$1,000 increase over past years.

**Demmer Design and Construction Committee:** Catherine Marshall reported on the design document set review on 11/15/2017. The architect has determined that we will be able to reuse the lift rather than needing install a new elevator. Some adjustments have been made to the design based on fire code requirements for distance between the library expansion and the Johnson House museum building next door, resulting in moving the exterior wall 3 feet to the east, resulting in a 50 square foot reduction in the space to the historical society space.

The major next requirement is approval of the design document set. The DCC passed a motion in their 11/21, 2:30 PM meeting to approve the set at their meeting at 11/21/17. The design development estimated cost is coming in at \$2.4 million dollars. The DCC spent a large portion of their last meeting discussing with the architect any further available options for reducing the cost.

After meeting with the architect, Vicki reviewed the additional funds available. Since beginning the plans, the foundation has received a \$50,000 for the children's area, \$10,000 for the fireplace, and has received word of another \$50,000 gift, and \$13,000 from the Demmer Trust. Vicki and Dianna will ask the foundation to commit \$110,000 of the earnings from investing the building campaign funds. With these gifts plus some other funds raised by the foundation dedicated to the furnishings, plus some considerations of possible estimates and reductions, the DCC believes they can meet the project costs.

Motion by Steve, seconded by Dianna, based on the recommendation of the DCC to approve the design development set produced by Hoffman Planning, Design & Construction, and forward to the town chair for sign-off. All ayes, motion carried.

**Director's Report:**

Erica reported on the ongoing challenges with the sanitary line backing up into the library. The sanitary line was scoped on 11/15 and a DVD will be available for the construction project. The line immediately leaving the building is cast iron and in good condition, but the line after out to the town sewer is Orangeburg pipe, not PVC, and is disintegrating. The entire line (70-90 feet) will need to be replaced, which involves digging and trenching across Huron Street. That will be an additional cost to the building project, but is an item that needs to be done regardless of the construction project as the line will continue to back up. The downstairs men's bathroom has been closed off and Erica is looking into pulling out the toilet and capping off the toilet line and the urinal line to try to keep future messes confined to the furnace room. Information has been shared with the architect and the plumbing contractor.

Regarding probationary staff, Erica asked whether the board would consider extending a probationary employee's probation period beyond six months if the director felt it was necessary to assure an employee was going to be able to meet performance standards expected for the position. The board is supportive of the idea and Erica will return to the board as needed regarding extending probation at the end of the probation period.

**Budget Review:**

Motion by Steve, seconded by Catherine, to approve vouchers 136 - 151 for October – November 2017 for payment from the Town Account. All ayes, motion carried. Motion by Dan McKissack, seconded by Dianna to approve checks from both Special Accounts. All ayes, motion carried.

Motion by Steve, seconded by Catherine to approve the payment of \$33,696.73 for the third portion of the contract for design portion of the 10/31/2017 invoice from Hoffman Planning, Design & Construction. All ayes, motion carried.

The 2017 expenditures to date were reviewed.

**Old Business:**

- 2018 Capital and Operational Budget: The budget will be voted on at the annual town budget meeting immediately following this library board meeting.
- Trustee Essentials: Tabled until December meeting. Steve will lead the discussion on chapter 16: Ethics and Conflicts of Interest Laws Applying to Trustees.
- Logistics for library services during construction: Have received an estimate for moving expenses, which is all inclusive for packing and moving in and out. Dianna is working on a book foster project to invite families to check out up to 100 books to keep at their homes until January 2019, which could greatly reduce the amount needed to pack. Paul also talked to the ... Erica and Paul met with Dr. Karling about space in the school and Dr. Karling called 11/21 to confirm the space availability. Erica explained some more details about arrangements with the school.

Presented a draft lease for the Choo-Choo Store and discussed terms the library would like to see. Kathleen advised a goodwill conversation with the new owners of the next door business to inform them of the potential for the temporary library space next door.

Motion by Steve, seconded by Catherine, to authorize the president to make an offer to Mark McCain in the amount of \$800/month with \$400/month pledged back to the foundation. Five ayes, one nay. Motion carried.

Paul has drafted a letter to service organizations to recruit a transition coordinator to assist the director with the tasks and duties relating to the move of the library to temporary locations. Erica has had one response already to the idea.

**New Business:**

- Update – Demmer Trust: The communication from the U.S. Bank trustee was shared with the board. AT this time they believe they are only able to disperse the tax liability amount of \$13,834 and unable to approve further funds requested by the board per the letter from Paul.
- Board members with expiring terms – Catherine Marshall, Laura Wipperman: Catherine will agree to serve another term. Laura is no longer going to continue on the board. Paul asked Dr. Karling about appointing a replacement school representative – he verbally agreed that Allison Pichowski, 3<sup>rd</sup> grade teacher and media and library specialist, would be an appropriate choice. Erica will follow up.
- Formal designation – records custodian: Table until next meeting.
- Library FEIN: Table until next meeting.
- Director evaluation: Paul will ask Laura to complete the evaluation prior to the December board meeting.

**Concerns and comments from trustees:** None heard.

**Future agenda items:** Appointment of school representative to the library board for a two-year term. Review of security system survey of other library by Laura Wipperman.

**Comments from citizens:** None heard.

**Next Meeting: December 19, 2017, 4:30 pm.**

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

Respectfully submitted: Erica Brewster, Director