

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

Trustee Attendance: Dianna Blicharz, Steve Garbowicz (departed at 6:20 PM), Paul Kaiser, Dan McKissack, Kathleen Olkowski, Laura Wipperman

Absent: Catherine Marshall

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

Paul Kaiser called the meeting to order at 4:34 p.m.

Agenda:

Motion by Laura Wipperman, seconded by Steve Garbowicz, to approve the agenda. All ayes, motion carried.

Approval of Minutes: Motion by Steve, seconded by Kathleen Olkowski, to approve the minutes of the November 15 regular meeting as presented. All ayes, motion carried.

Correspondence: Received a holiday card from Hoffman Planning, Design & Construction. Kathleen presented a grant application from the Three Lakes Community Funds. Director Erica will work on filling it out.

Committee Reports:

Three Lakes Public Library Foundation: The foundation has committed an additional \$110,000 to the building fund. These represented non-committed funds from interest earnings, etc. The next meeting will be planning for Spring Fling 2018.

Oneida County Library Board: The Oneida County Library Board met on November 30, 2017. They set the budget for 2018 including approving contract distributions to the county libraries. They approved updated bylaws. Dianna asked Erica to report on the Public Library System Redesign process.

Demmer Design and Construction Committee: Vicki Reuling reported on progress to date, including sharing updated renderings. The Plan Commission reviewed the final civil site plans on 12/18. Most of the discussion revolved around concern for storm water management into the museum lot. The Plan Commission voted unanimously to approve the plans and forward them to the town. The town will be rezoning the entire lot from forestry to business, which negated the need for the other variance requests made to the county for the library construction. Town rezone is still contingent on a public hearing in early January before the town can pass an ordinance, but there is not much concern about that process. The committee and architect expect to finalize the construction documents on January 23, 2018. The construction documents will be sent to the DCC electronically on January 18 and by overnight paper delivery on January 19, 2018. There may need to be a special library board meeting in that time to sign off on construction documents.

Vicki reported on the development of a memorandum of understanding with the Historical Society through committee member Mary Sowinski to guide construction and post-construction partnership. Vicki further reported on specific roles and contributions of each member of the committee and thanked the board for selecting and appointing a committee with a variety of strengths and talents.

Laura Wipperman reported on the research she did in finding out what other libraries had done for security systems.

Director's Report:

Erica reported on progress on staff evaluations. She also reported that the first book sale clearance sale was very successful both financially and in starting to reduce inventory. Two more sales will be held. She also reported on her work assisting the Colby library as they moved into their new building, and on attending the Eagle River library ribbon cutting.

Budget Review:

Motion by Laura, seconded by Dianna, to approve vouchers 151 - 168 for November – December 2017 for payment from the Town Account. All ayes, motion carried. Motion by Steve, seconded by Dianna to approve checks from both Special Accounts. All ayes, motion carried.

Motion by Kathleen, seconded by Laura to approve the payment of \$21,078.81 for the third portion of the design contract 11/30/2017 invoice from Hoffman Planning, Design & Construction. All ayes, motion carried.

Motion by Steve, seconded by Dan McKissack, to approve payment of \$3,000 for civil engineering services per invoice 5472 dated 11/30/2017 by Mach IV Engineering.

The 2017 expenditures to date were reviewed. 12/20/2017 is the last date for payment of bills by the Town in 2017. There will be another payroll deduction.

Old Business:

- 2018 Capital and Operational Budget: The budget was approved at the annual town budget meeting immediately following this library board meeting. Erica has also submitted the change to the Oneida County allocation to the Demmer Library to the town clerk for inclusion in the first amending of the 2018 budget.
- Trustee Essentials: Steve led the discussion on chapter 16: Ethics and Conflicts of Interest Laws Applying to Trustees. Erica and Dianna will take the lead on chapter 17: Membership in the Library System in February.
- 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 the public to check out books to keep at home during construction.
 - Approve lease downtown storefront: Motion by Laura, seconded by Steve, to approve the lease as presented, with the understanding that the insurance will need to be finalized to be in compliance with lease. 4 ayes, one 1 opposed. Motion carried.
 - Property insurance coverage during construction: Still need to clarify the property damage and liability insurance. Paul has had a conversation with the town's insurance carrier for property.
- Board members with expiring terms:
 - Motion by Steve, seconded by Dan McKissack to support Catherine for another 3-year term. All ayes, motion carried.
- Appointment of school representative: Alison Pichowski has been appointed by Dr. Karling as the school liaison. The trustees welcomes her; her first meeting will be in January.
- Library FEIN: Erica presented the question of applying for a separate FEIN. This will be tabled until January awaiting more information from an accountant.
- Formal design – records custodian: Motion by Steve, seconded by Laura, to appoint Erica Brewster and any successor as the director, to be the records custodian of all records required to be maintained by the open records law. All ayes, motion carried.
- Director evaluation: Laura distributed the documents for the director's evaluation. She will collect responses from trustees and set up a meeting with Erica in by the end of the first week of January.

New Business:

- Consider/approve 2018 Oneida County Library Board contract: Motion by Dan, seconded by Laura, to approve and sign the Oneida County Library Board contract.
- Appoint VP pro tem to chair January meeting: Dianna nominated Catherine Marshall as VP pro tem for the January meeting. Seconded by Dan. All ayes, motion carried.

- Closed Session:

Laura moved, seconded by Dianna, 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: set 2016 wages.)

- Roll call: Dianna: aye, Paul: aye, Kathleen: aye, Laura: aye, Dan: aye.
- Return to open session: Kathleen moved, Dan seconded to return to open session. Roll call: Dianna: aye, Paul: aye, Kathleen: aye, Laura: aye, Dan: aye.
- Laura, seconded by Dan, to give Erica a \$1,000 bonus in recognition of the additional work load in 2017. All ayes, motion carried.

Concerns and comments from trustees: Laura stated her thanks for the five years she served on the board and the learning opportunity from collaborating with the other trustees.

Future agenda items: Construction document review.

Comments from citizens: None heard.

Next Meeting: January 23, 2018, 4:30 pm.

There being no further business, Laura made a motion to adjourn, seconded by Dan. All ayes, motion carried. The meeting adjourned at 6:35 p.m.

Respectfully submitted: Erica Brewster, Director