

Minutes January 23, 2018
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Catherine Marshall, Steve Garbowicz), Paul Kaiser, Dan McKissack, Allison Plchowski

Absent: Paul Kaiser, Kathleen Olkowski

Other Attendees: Erica Brewster (director), Vicki Reuling (chair, DCC), Melissa Werner (foundation Spring Fling organizer)
Catherine Marshall called the meeting to order at 4:30 p.m.

Agenda:

Motion by Steve Garbowicz, seconded by Dianna Blicharz, to approve the agenda. All ayes, motion carried.

Approval of Minutes: Motion by Steve, seconded by Dianna, to approve the minutes of the December 19, 2017 regular meeting as amended. All ayes, motion carried. Motion by Steve, seconded by Dianna, to approve the minutes of the January 4, 2018 special meeting as presented. All ayes, motion carried.

Correspondence: Erica shared a pledge letter written to the foundation on behalf of Mark McCain/Three Lakes Winery.

Committee Reports:

Three Lakes Public Library Foundation: Melissa Werner reported on plans for Spring Fling 2018. The date has been set for Wednesday, May 16 at the Black Forest, repeating the initial year at the Black Forest last year. Tickets will be \$75/ea for a 3-course dinner with wine pairings with each course. Other fundraisers during Spring Fling last year included "Books for Bucks" and the cake auction. Melissa forwarded an invitation to board members. Dianna reported on the grant application to the 3 Lakes Funds, which will be picked up next week. The foundation continues to speak to potential donors.

Oneida County Library Board: The Oneida County Library Board has not met since the last meeting. Their next meeting will be February 22 at 1 PM.

Demmer Design and Construction Committee: Minutes from the last two meetings (1/4 and 1/19) were distributed to the board members at the beginning of the meeting. Catherine reported that the DCC met at 1:30 PM today (1/23) to review the construction documents with the architects. Vicki reported that the project bid advertisement appeared in the Vilas County News Review today (along with the town building bid advertisement). The documents were thoroughly reviewed by members of the DCC. The architects presented their final pre-bid estimate, which came in almost exactly the same as the 11/22/2017 estimate. This is still only an architect estimate.

Vicki outlined the bid timeline. There will be a site visit/walk through with Jon Rynish/Hoffman at 10:30 AM on February 1, 2018 for contractors. Bids must be submitted by February 15, 2018 at 1 PM at the town office. The official public bid opening will be at 1:10 PM in the town board room. Hoffman will then qualify the bidders by February 19 so the library board can approve the contractor bid and with anticipation of awarding of the bid at the town board meeting (both) on Tuesday, February 20. The DCC will meet at 4 PM on February 19 to approve the bid prior to the library board/town board.

Hoffman suggests that the DCC/library do that independently to be able to have those results ready for the contractor. The DCC will proceed with this.

The other open item is the storm water management plan, which will be required because the two projects (town and library) together will disturb over an acre of land. The DCC still recommends that the library suggest the town to take the lead.

The DCC has also approved a motion to appoint a workgroup of Vicki Reuling, Tom Asbeck, and Erica Brewster to approve changes and address issues up to a cost of \$5,000 in order to streamline response to items that may need a faster turnaround than the committee as a whole can provide.

Motion by Steve, seconded by Dan, to approve a workgroup of the DCC, as described by the motion of the DCC at their 1/23/2018, to be able to respond to issues and changes during construction with a cost of up to \$5,000. All ayes, motion carried.

Director's Report:

Erica gave a brief orientation to the report for the new member. Erica noted that the wi-fi numbers over the year likely do not reflect a drop in wi-fi usage, rather, after the wireless access points and network switch were upgraded this year, the system was more stable and individual devices were not disconnecting and reconnecting to the network as frequently. The increased stability meant fewer sessions were being logged by a single device. Dianna asked if there was any way to note such comments on the statistics sheet. There really isn't room within the format, but there is a place in the annual report to comment on statistical variances.

Budget Review:

Motion by Dianna, seconded by Dan, to approve vouchers 1 - 16 for January 2018 for payment from the Town Account. All ayes, motion carried. Motion by Steve, seconded by Dan to approve checks from the Special Account and authorize Erica and Lyn as staff members to sign those checks in the absence of board member signatories. All ayes, motion carried.

Motion by Steve, seconded by Dianna to approve the payment of \$27,588.90 for the fourth portion of the design contract 12/31/2017 invoice from Hoffman Planning, Design & Construction. All ayes, motion carried.

Motion by Steve, seconded by Dianna, to approve the 4th quarter 2017 non-lapsing deposit from fines and copier money. All ayes, motion carries.

The 2017 end of year operational expenditures and the non-lapsing account transfers were reviewed.

Old Business:

- Logistics for library services during construction: Laura Wipperman has agreed to assist with managing the transition. Dianna has talked to Peggy Bennett about assisting, and Ann Asbeck has also volunteered. Publicity has gone out for the book foster program and Dianna and Ameris Grappa are designing a sticker for totes. Dianna, Paul, and Erica met at the temporary storefront location and noted that there is additional storage in the lower level.
 - Location for library board/public meetings: Dianna will look into the availability of the school board meeting room for 3rd Tuesdays at 4 PM beginning March 20. Dianna will also ask about availability for the DCC as needed.
- Library FEIN: Steve checked with clients that are towns with libraries. The Demmer library appears to be the exception to the rule in many cases where municipal libraries have their own FEIN. However, with the transition requiring use of an EIN, the board agreed to go ahead and apply for a FEIN in the near future when the time seemed best.

New Business:

- Introduction of new trustee: Catherine briefly introduced Allison Pichowski (Ali) who is the new school representative from Sugar Camp School (Three Lakes School District). She has received her masters in library and media science and in addition to being a third-grade teacher, she serves at the school's librarian.
- Election of library board officers for 2018: Motion by Steve, seconded by Dianna to nominate as officers: Paul Kaiser, President, Dan McKissack, Vice President, Kathleen as Treasurer for 2018. All ayes, motion carried.
- Review and approve – construction documents from Hoffman Planning, Design & Construction: Motion by Dan, seconded by Steve, to approve the construction documents from Hoffman Planning, Design & Construction. All ayes, motion carried.
- Low voltage/IT design-build RFP: Erica presented a request for proposals for telephone, internet/network, cable, security systems drafted with the assistance of Hoffman and WVLS IT. Motion by Steve, seconded by Dan, to approve the RFP for low voltage for publication in the local paper. All ayes, motion carried.
- Candidate forum: Set a date for the week of March 19 (March 21), 6:30 PM at the Three Lakes Center for the Arts.
- Discuss/approve waiver for alcohol in library: Motion by Steve, seconded by Dan, to approve a one-time waiver for no-alcohol in the library for a renovation party at a date to be determined, but to be held after regular hours of the library in compliance with alcohol license laws. All ayes, motion carried.
- Closed Session:
Steve moved, seconded by Dan, 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 performance review.)
 - Roll call: Dan: aye, Steve: aye, Dianna: aye, Catherine: aye, Ali: aye.
 - Return to open session: Steve moved, Dan seconded, to return to open session. Roll call: Dan: aye, Steve: aye, Dianna: aye, Catherine: aye, Ali: aye.
 - Report on action in closed session: the library board received a report on employee performance and subsequent actions.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: Vicki Reuling asked questions about the library application for FEIN and possible ramifications.

Next Meeting: February 20, 2018, 4:30 pm.

There being no further business, Steve made a motion to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 6:05 p.m.

Respectfully submitted: Erica Brewster, Director