

Minutes March 8, 2018

Edward U. Demmer Memorial Library

Special meeting of the Library Board of Trustees

Trustee Attendance: Dianna Blicharz, Steve Garbowicz, Catherine Marshall, Kathleen Olkowski, Ali Pichowski

Absent: Paul Kaiser, Dan McKissack

Other Attendees: Erica Brewster, Tom Asbeck

Catherine Marshall called the Library Board meeting to order at 4:30 p.m.

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

Building update:

- a. Contract with Greenfire: Tom Asbeck has been working with town attorney Greg Harrold to develop the contract with Greenfire Management using the Consensus contract document provided by Hoffman. In addition, they have been investigating the need for pollution and OCP insurance and whether they are needed for the contract. Mr. Harrold also brought up the question of the town's tax-exempt status and owner purchasing of materials to avoid paying sales tax. There is still some question about the mechanics and whether it would be worth the process cost and administrative fees, which Tom is working through with Greenfire and the town. After those answers are firmed up, the contract will be sent to Hoffman and Greenfire, plus to Chair Bruss for the next stage of review.

A special consideration that came up in the contract negotiation was the issue of sovereign immunity when dealing with a tribal entity. Greenfire readily supplied documentation that they cannot claim sovereign immunity as they are incorporated as Greenfire Management, LLC in the state of Delaware and their incorporation papers includes a waiver of sovereign immunity. Attorney Greg Harrold further reviewed the tribal constitution plus several additional documents and feels comfortable that sovereign immunity is not an issue that can affect this contract.

The intention is to have the contract completed and ready for review/recommendation by the DCC, library board, and town board on 3/20/2018.

- b. MOU with historical society: Steve has exchanged e-mails with Mary Sowinski regarding the memorandum of understanding. They agree that the draft MOU is complete for construction portion of the MOU and will further discuss the long-term portions in the coming weeks. Attorney Greg Harrold pointed out that the process for payment of the historical society portion of the construction costs had not been clarified and the historical society is currently discussing with the town if the payments should be made to the town or the library foundation. That will be formalized to be completed and included with the general contractor contract.
- c. MOU between foundation and town: Additionally, the total amount of the TLPLF commitment to the project has not been placed in writing to date, so the TLPLF will formalize an agreement document as an attachment to the contract.

Transition updates:

- a. Timeline review: Erica reviewed the timeline with only minor changes to date.
- b. Mover selection/planning: Erica is working with Gregg Brusco from Bekins. No paperwork has been signed, but they are working on a plan to complete the move to the storefront and school March 19 – 31.
 - a. Road weight limits: Gregg Brusco planned to talk with Chief Lea and Devan Kirby to see what, if any action would be needed for a weight limit waiver for Huron/Gogebic Streets for the days of the move.
- c. Storefront:
 - a. Building signage: Erica received an e-mailed sign ordinance waiver from Oneida County (attached with meeting documents). Dan McKissack has completed a design and contacted a sign maker who can produce a vinyl sign for \$168.
 - b. 15 minute parking: a request for temporary 15 minute parking spaces in front of the temporary library storefront was on the town board meeting agenda for 3/6. At that meeting, Chair Bruss asked if the library had been contacted by mBank (next door to the temporary storefront) with an offer of two spaces in the adjoining parking lot to be designated as library short term parking. Erica indicated they had not yet, but would follow up. The agenda item was tabled on the town board agenda and can be brought back as needed.
 - c. Automatic door opener: Erica received an estimate from Entrance Technologies for reinstalling one of the library automatic door openers at the temporary storefront location. After some discussion, the board agreed it would be a good idea to provide a door assist in the storefront. Motion by Steve, seconded by Ali Pichowski, to authorize funds necessary per the estimate to transfer the door opener. All ayes, motion carried.
- d. School: Erica has been working with the school to complete the networking setup and to coordinate moving shelves to the school. So far those plans seem to be going smoothly. They are still planning to add books to the elementary and high school libraries and provide the school librarians access to Sierra. The WVLS IT director will be on site on Monday, 3/12, to assess further needs.
- e. Storage: use of a semi-tractor trailer for furniture storage has been offered by Sowinski Farms. This is another reason we may require a road weight limit waiver for 3/19 – 31. The trailer will then be parked down Railroad Street for the duration of construction. There is some concern about parking before the spring thaw – Steve suggested Erica check to see if there would be space to park in the town shop lot until the ground warms.
- f. Library programs/services:
 - a. Book foster program: Book foster checkouts began with a bang on Monday morning. WJFW TV-12 did a story that was picked up by NBC affiliates. The architects from Hoffman saw the story on Green Bay's NBC 26, and there were some rumors of it being seen outside of Chicago. As of 6 PM Wednesday, 5,000 books had been checked out. Erica's goal is 10,000 books, which would be 1/3 of the Demmer's current collection. Any books left will be taken to the school. Books not checked out will be available to be requested through the catalog and will also be reviewed for potential weeding over the summer.
 - b. Story Hour/Baby Story Time temporary location: Charlotte held her first Story Hour at the 1-2-3 Lakes Dance Studio. The time at the studio will be a trial run in March. The library will pay a reduced use/facility rental fee. If the studio doesn't prove to be suitable and another location can be found, the location could be changed as needed.

- c. Fines amnesty in March: in recognition that the library closure could be disruptive and, in an effort, to recover all overdue books, Erica offered an amnesty on all new fines for the month of March. Any item returned in good condition during the month won't be charged a fine if overdue. The closure days in the database should prevent items from accruing fines, but this action will further assure people that they won't be charged fines for books that don't get checked in in time.

Approve construction/transition bills:

- a. Hoffman invoice: Motion by Steve, seconded by Ali to approve payment of Hoffman invoice 17221-8 in the amount of \$9,035.86 for design services and reimbursables pending approval by the TLPLF. All ayes, motion carried.
- b. NorthStar Environmental: Motion by Steve, seconded by Kathleen to approve payment of the NorthStar Environmental invoice for asbestos and lead paint testing in the amount of \$1,885.00 pending approval by the TLPLF. All ayes, motion carried.
- c. Storefront rental: Motion by Steve, seconded by Dianna to approve payment of the \$800 for 03/2018 and \$800 for 04/2018 rental at 1805 Superior Street, with April's check to be held until due. All ayes, motion carried.

Public Comment:

Motion by Kathleen, seconded by Steve, to adjourn the Library Board meeting. All ayes. There being no further business, the meeting was adjourned at 5:30 p.m.

Respectfully submitted: Erica Brewster, Director