

Minutes March 20, 2018
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Catherine Marshall, Steve Garbowicz, Paul Kaiser, Dan McKissack, Kathleen Olkowski, Alison Pichowski

Absent:

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

Paul Kaiser called the meeting to order at 4:00 p.m.

Agenda:

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

Approval of Minutes: Motion by Catherine, seconded by Kathleen, to approve the minutes of the February 20, 2018 regular meeting as corrected. All ayes, motion carried. Motion by Catherine, seconded by Steve, to approve the minutes of the March 8, 2018 special meeting as presented. All ayes, motion carried.

Correspondence: None

Committee Reports:

Three Lakes Public Library Foundation: The Three Lakes Public Library Foundation met 3/19/2018. One of the primary agenda items was planning for Spring Fling, May 16, 2018 at Black Forest Pub & Grille. Event will start at 5:30/dinner at 6:30; 3 course dinner with wine pairings, donated cakes for the cake auction. Tickets will go on sale April 2nd at the library and online; cost \$75/ea. Discussion is to designate the funds from Spring Fling to furnishings for the new building.

Oneida County Library Board: The Oneida County Library Board met on Thursday, February 22 at 1 PM. The OCLB approved the contracts for all three libraries with an increase of \$1000 for Minocqua and Three Lakes and some more for Rhinelander. Election of officers took place with no change in current officers. Received a legislative report. There will be a referendum on the April 3, 2018 ballot about removing the state treasurer. There is concern about the protection to the common school fund if the state treasurer position is removed, and the library system is encouraging a "no" vote.

Demmer Design and Construction Committee: Tom Asbeck gave an overview of the process in developing the construction contract. The standard form template came from Hoffman Planning, Design & Construction. Tom began by adding our project information to the template then sending it to Three Lakes town Attorney Greg Harrold, then Greenfire, and the final draft was reviewed by Hoffman in order to release the copyright on the Concensus Doc. The final contract was approved for recommendation to the library board by the DCC on 3/20, and after consideration by the library board, will be forwarded to the town board for approval and signing by the town chair.

Two memoranda of understanding for financial viability will be needed as exhibits for the final contract. The TLPLF approved their MOU on 3/19. The Historical Society is still working on some final details and will have their final version in the coming days.

Director's Report:

The board reviewed the director's report as submitted, which included a record of previous construction/transition update emails. The board asked about the Catena speaker series programs and Erica provided detailed information.

Budget Review:

Motion by Steve, seconded by Dianna, to approve vouchers 22 - 36 for February - March 2018 for payment from the Town Account. All ayes, motion carried. Motion by Kathleen, seconded by Dianna to approve checks from the Special Account. All ayes, motion carried.

Motion by Steve, seconded by Catherine to approve payment of \$308.71 for bid advertising and invoice 11712 from Rhinelander Moving for \$5,792 for first installment of the moving expense. All ayes, motion carried. The board will wait to approve the final invoice from Rhinelander Moving.

The 2018 expenditures to date were reviewed.

Old Business:

- Logistics for library services during construction: Erica provided an update of progress since the previous update e-mail, including the move on Monday and Tuesday and plans for the rest of the week and the coming week.
- Candidate forum: Catherine reported on a successful event held at the TLCFA for the school board candidates' forum. Approximately 30 attended, and the presentation was effective and good.
- Memorandum of Understanding with historical society: This portion of the MOU refers to arrangements between the historical society and the Demmer Library for occupancy following completion of construction. Steve hasn't heard back from Mary Sowinski to proceed on details.

New Business:

- Review/approve library construction contract recommendation for town board: Motion by Dan McKissack, seconded by Catherine, to approve the recommendation of the DCC, to forward the contract with Greenfire Management, LLC to the town board for approval. All ayes, motion carried.
- Review/award low-voltage estimate changes: Erica reported on the bid follow-up meeting with the contractor from PieperPower and the comparison of the original to the revised bid. The bid did increase after revising based on careful discussion of the function and revised floor plan. Some additional options were included. Discussion about the changes and specifications; and necessity, opportunities, and options around the security system. Timeline for construction work for construction on lower level electrical would be May and June, and upper level at the end June and July; in order to keep in time with the construction, board approval will be at the April meeting.
- Closed Session:

Catherine 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: Steve: aye, Paul, aye, Dan: aye, Catherine, aye, Dianna: aye, Kathleen: aye.
 - Return to open session: Steve moved, Catherine seconded, to return to open session. Roll call: Kathleen: aye, Dianna: aye, Catherine: aye, Dan: aye, Paul: aye, Steve: aye.
 - Report on action in closed session: the library board received a report on employee performance and subsequent actions.

Concerns and comments from trustees: None

Future agenda items: No new business.

Comments from citizens: Kathleen asked whether the library board meetings will remain at 4:00 PM. Since the town is not proceeding with their building project immediately, so the school board room will not be needed by the town board on Tuesday evenings, so the time can change back to 4:30. However, the April meeting is on the same day as the town annual meeting which begins at 5:30, so a 4 PM time would be necessary. Future meeting times will be addressed on a monthly basis.

Next Meeting: Regular meeting April 17, 2018, 4:00 pm. at the Three Lakes School Board Room.

There being no further business, Catherine made a motion to adjourn, seconded by Steve. All ayes, motion carried. The meeting adjourned at 6:00 p.m.

Respectfully submitted: Erica Brewster, Director