

Minutes April 17, 2018  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Catherine Marshall, Steve Garbowicz, Paul Kaiser, Alison Pichowski

Absent: Dan McKissack, Kathleen Olkowski

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

Paul Kaiser called the meeting to order at 4:03 p.m.

**Agenda:**

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

**Approval of Minutes:** Motion by Catherine, seconded by Dianna, to approve the minutes of the March 20, 2018 regular meeting as corrected. All ayes, motion carried.

**Correspondence:** Thank you note from Collette Mahlerwein, candidate participating in candidate forum.

**Committee Reports:**

**Three Lakes Public Library Foundation:** The Three Lakes Public Library Foundation met on April 9, 2018. Spring Fling planning continues. Tickets available at the storefront library and online. Also began planning for the recognition wall for donors to the building project.

**Oneida County Library Board:** The Oneida County Library Board will meet July 12, 2018 at 1 PM at the Oneida County Courthouse.

**Demmer Design and Construction Committee:** The DCC met on 4/10/2018 and reviewed a long agenda of details. The draft minutes from the meeting were shared and reviewed. Several points of note:

- A groundbreaking has been scheduled for May 8 at 11:00 AM.
- Several change orders have already been needed: 1) due to the delay in the town project, storm water management redesign is required which will incur additional charges for architectural design, review, and approval; 2) asbestos remediation on the stairs will require controlled demolition.
- Construction management: a construction manager will serve as an owner's representative to act in the interests of the library board/foundation/town as independent oversight of the project. Vicki Reuling and Tom Asbeck have interviewed three qualified candidates in the field and are waiting to receive a signed contract. Cost for contract should be \$5,000 - \$10,000.
- Several items are still in process including furnishings, signage, mantel piece, recognition wall planning, financial management processes.

**Director's Report:**

The board reviewed the director's report as submitted, including a summary/report on the move.

**Budget Review:**

Motion by Steve, seconded by Ali, to approve vouchers 41 - 57 for March – April 2018 for payment from the town account. All ayes, motion carried. Motion by Steve, seconded by Catherine to approve checks from the special account.

Motion by Steve, seconded by Ali to approve payment of invoice 17221-9 in the amount of \$1,068.82 to Hoffman Planning, Design & Construction, Inc. All ayes, motion carried.

The 2018 expenditures to date and transition expense report and transfer of 1<sup>st</sup> quarter non-lapsing funds were reviewed.

**Old Business:**

- Logistics for library services during construction: Erica reported on the process of settling into school and routine for service from temporary location. Grateful for the slow month of April to acclimate to new settings and adjust to challenges. School libraries still don't have access to Sierra, so full service to school students isn't underway yet, though many have expressed interest in borrowing books and some have requested library cards.
- Memorandum of Understanding with historical society: Steve has not yet had a conversation with Mary Sowinski. Vicki Reuling reported on what had been discussed with the DCC: the historical society has updated their piece of the memorandum and is reportedly very close to having a version to bring to the library board.
- Approve IT/low voltage bids: Motion by Steve, seconded by Dianna, to accept the bids from PieperPower/System Technologies for 1) voice and data cabling systems, 2) telephone system, 3) PA system, 4) security system, 5) conference room projector and screen. All ayes, motion carried.

**New Business:**

- Staffing update: Erica presented the job announcement for two temporary (May – December 2018) positions that she plans to publish this week. Staff is stretched in covering positions during the transition, but managing.

**Concerns and comments from trustees:** None

**Future agenda items:** No new business.

**Comments from citizens:** None

**Next Meeting: Regular meeting May 15, 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 5:08 p.m.

Respectfully submitted: Erica Brewster, Director