

Minutes June 19, 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: None

Other Attendees: Erica Brewster (director), Vicki Reuling (chair, DCC), Tom Rulseh (Three Lakes Historical Society)

Paul Kaiser called the meeting to order at 4:00 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 Steve, seconded by Ali, to approve the minutes of the May 15, 2018 regular meeting as presented. All ayes, motion carried.

Correspondence: Note from Representative Tom Tiffany's office congratulating the library on the groundbreaking and looking forward to seeing it when it was completed.

Committee Reports:

Three Lakes Public Library Foundation: The Three Lakes Public Library Foundation met on June 18, 2018 for their annual and a regular meeting. Amy Baumetz stepped off the board at the end of the term she filled for Lois Grulkowski. Bob Werner and Vicki Reuling accepted appointments to new 3-year terms and Bob was re-elected president, Nancy Kimla, treasurer, and Vicki vice-president. A new member of the foundation board is being sought, and the secretary position as officer remains vacant. The foundation heard a report from Ron Patterson regarding management and payout of the building funds and the foundation briefly discussed the long-term management of the endowment funds. They will schedule a meeting in January following the completion of construction to discuss future investment strategies. In their regular meeting the foundation heard the final Spring Fling report. The event was the most successful yet raising \$4,547 for the furnishings fund. The foundation is reviewing the future of Spring Fling in general and will discuss that at future meetings. In other business, the foundation approved payment of May construction bills and funds for Tom Pease summer reading program performance.

Oneida County Library Board: The Oneida County Library Board will meet July 12, 2018 at 1 PM at the Oneida County Courthouse. The agenda has been sent to OCLB board members.

Demmer Design and Construction Committee: Vicki, Tom, and Erica meet on Tuesdays at 9 AM on site with the contractor, architect, site supervisor, owner's representative, and occasionally subcontractors as needed. The exterior work/excavation is held up currently until WPS can move the electrical and gas line. Additional water issues have been identified with the recent rains. Another challenge is contractors not showing up.

In addition to Tom, Vicki, and Erica, Brian Schubring, hired as owner's representative, has been on site at least 1x/week (at the construction meetings), and usually 2-3x/week. He posts his reports to the shared Procore site and participates in the weekly construction meetings.

The full DCC met on 6/13 and had a tour of the building prior to meeting before addressing their full agenda. The major points on that agenda included a report on the work of the signage workgroup and the presentation of the quotes for furniture. The signage group toured the building and has received communications/proposals from two vendors. Question to the board regarding logistics of contracting with the chosen vendor – would this need to go to bid (i.e.,

specific dollar limit). Steve clarified that a contract over \$25,000 would need to go to bid; the library board can choose not to go to bid by way of a ¾ vote of approval for contracts between \$5,000 - \$25,000. It would be possible to have multiple contracts with the same vendor over time as needs for signs are determined (e.g., additional signage needed for wayfinding after opening).

Erica presented the furnishings and shelving quotes to the DCC. Due to the difference between the quoted amounts and the available budget, a workgroup to focus on furniture, fixtures & equipment (FF&E) was appointed to take a closer look at the available FF&E budget and review the quotes. Options can include reusing some furniture, shelving, delaying purchase, etc. The workgroup will prioritize and report to the DCC.

The DCC also looked forward to the end of the project, and Catherine volunteered the library board to plan the ribbon cutting ceremony. Some discussion about timing. Will be placed on future agendas for further discussion.

Director's Report:

Erica added that the library staff are promoting the Great American Read (PBS program) for the adult summer reading program. Staff have printed off the Great American Read 100 top books checklist and stocked the books from the list at the storefront library. Participants can submit entries to drawing for each book read. Patrons are responding enthusiastically and it's giving the library staff an easy selection of books to have at the store. Will see how the program goes.

Newspapers are no longer available in town, so Lyn and other staff who live in Eagle River/Rhineland are bringing daily papers as often as possible.

Budget Review:

Motion by Dan, seconded by Catherine, to approve vouchers 73 - 88 for May – June 2018 for payment from the town account. All ayes, motion carried.

Motion by Catherine, seconded by Steve to approve payment of:

- \$1,515.45 to WPS for cost involved in relocating power to the town office during construction
- invoice #17221-11 from Hoffman for design expenses in the amount of \$2,500 and reimbursables of \$113.77 for a total of \$2613.77
- invoice #10675 in the amount of \$114,596.14 from Greenfire Management System
- payment of \$650 to Brian Shubring/Winchester Builders for owner's representative services
- payment of \$1,548.00 to attorney Greg Harrold for consulting on the construction contract

All ayes, motion carried.

Motion by Kathleen, seconded by Dan to approve checks from the special account. All ayes, motion carried.

Reviewed the 2018 expenditures to date.

Old Business:

- Logistics for library services during construction: Currently most day-to-day things are running well. The epic rain June 15, 16, and 17 resulted in more water in the basement of the storefront, plus unexpected ceiling leaks in the school hallway (D5, nonfiction). Fortunately, library staff and school custodial staff were able to respond quickly and only a few books sustained damage. Photos to document the incident are on file. The school custodial staff continued to keep an eye on the situation over the weekend.

Continue working on keeping the internet in service at all locations – not always an easy task. Many thanks to WVLS for their efforts and expertise.

- Memorandum of Understanding with historical society: Tom Rulseh from the historical society came to report on the response from the historical society and clarifications in the memorandum draft. Discussed possible

changes and agreed to send back to the historical society for a final draft and return for review/approval by the library board.

- 2019 capital budget: Erica presented the draft capital budget. Motion by Catherine, seconded by Steve to submit the 6-year capital plan as presented to the town as the basis for the capital budget process. All ayes, motion carried.

New Business:

- 2019 budget process: Erica reviewed the information included in the packet regarding the 2019 budget process memo and calendar, and a draft operating budget. Board discussed the draft operating budget. Motion by Steve, seconded by Catherine to approve use of 2019 Budget sheet worksheet as the basis for the town operating budget process. All ayes, motion carried.
- Town building maintenance position: Municipal works position – the town clerk and department heads are creating a job description for this position to present to the town board. Paul asked if the town is considering either a new employee or a property maintenance company. That hasn't been pursued/discussed. The board will need to advocate for the position, but there will be a question of dollars to fund such a position. The board will need to discuss this.
- Trustee Training Week, August 13-17: Presented the information on trustee training, specifically the orientation for the two new trustees. In addition, the library board should make plans to schedule a retreat for strategic planning.
- Discuss/approve change to future regular meeting time: Will continue with July 17 at 4 PM. Due to budget hearing. Motion by Steve, seconded by Dan to move the August 21 to 3:30 PM. All ayes, motion carried.

Concerns and comments from trustees: None

Future agenda items: Planning for ribbon cutting; vote on not sending signage to bid

Comments from citizens: None

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

There being no further business, Dan made a motion to adjourn, seconded by Ali. All ayes, motion carried. The meeting adjourned at 5:52 p.m.

Respectfully submitted: Erica Brewster, Director