

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

Trustee Attendance: Dianna Blicharz, Catherine Marshall, Paul Kaiser, Kathleen Olkowski, Alison Pichowski

Absent: Steve Garbowicz, Dan McKissack

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

Paul Kaiser called the meeting to order at 4:02 p.m.

Agenda:

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

Approval of Minutes: Motion by Kathleen, seconded by Catherine, to approve the minutes of the June 19, 2018 regular meeting with minor corrections as presented. All ayes, motion carried.

Correspondence: None

Committee Reports:

Three Lakes Public Library Foundation: has not met since the last library board meeting. Will meet on July 30, 2018. Rosie Obukowicz will come on the board after resignation of Amy Baumetz.

Oneida County Library Board: The Oneida County Library Board met on July 12, 2018 at 1 PM at the Oneida County Courthouse. The meeting was concise. The library directors shared reports of summer library programs. Only a brief legislative update with a positive budget outlook for state library systems. Oneida County budget requests were approved and OCLB may not need another meeting prior to the county budget hearings/approval. Next meeting currently set for November 15 at 1 PM.

Demmer Design and Construction Committee: Catherine reported on work done by the signage committee to continue pursuing meeting with a vendor. Vicki reviewed four change orders that the DCC has approved: upgrade to the style of ceiling tile; redesign for stormwater drainage that had been designed with the original town building plan, resulting in an increased cost of construction; increase in foundation waterproofing and drain tiles; plus a credit for a change in basement underfloor plumbing. Construction is behind schedule per the original schedule, but Greenfire's latest schedule still shows a completion date of 11/15. Any days after 11/30 without reaching substantial completion involve a penalty payment from Greenfire. Brian Schubring, owner's representative, and the architects feel that any of the work that has been done to date has been done well.

Paul asked about the note in the minutes about a pre-construction finish tour. Vicki had suggested having a progress tour for donor who do not overwinter in Three Lakes to see the building before they leave. The board agreed this was a good idea.

Director's Report:

Erica expanded on a few items in the report, including a report on attendance at the planned summer reading programs and how that may influence plans for next year.

Budget Review:

Motion by Catherine, seconded by Dianna, to approve vouchers 89 - 99 for June – July 2018 for payment from the town account. All ayes, motion carried.

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

- invoice #17221-12 from Hoffman for design expenses in the amount of \$1,800 and reimbursables of \$29.20 for a total of \$1,829.20
- approve Greenfire Management invoice #110693 up the amount of \$211,831.29
- payment of \$650 to Brian Shubring/Winchester Builders for owner's representative services

All ayes, motion carried.

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

Motion by Dianna, seconded by Kathleen, to approve the quarterly transfer of \$781.36 for fine and copier money to the town non-lapsing account.

Reviewed the 2018 expenditures to date.

Old Business:

- Logistics for library services during construction: Continues going well. Summer patrons appreciate the space and understanding with the limitations. Jerry Javenkoski and the Winery crew addressed some of the rain water drainage at the storefront which prevented basement flooding during the last heavy rainfall. Dianna asked if any progress had been made towards fixing school librarian access to Sierra in the fall. WVLS believes the problem is a firewall block on the school's end but the school technology consultant hasn't been able to isolate the problem. Staff will continue to work with the school librarians on offline checkout if Sierra isn't available.
- Memorandum of Understanding with historical society: Tabled until next meeting.
- 2019 budget process: Erica presented the town's first draft budget that will be presented at the town budget hearing following this library board meeting. The library's capital budget request was not included in the overall budget. After discussion, the board will request that at least the \$6,900 for the computers be restored to the town capital budget.
- Town building maintenance position: Erica had worked with Sue and submitted a draft for a town municipal works position. She also developed a summary of the requirements for training on building systems as described the library building specifications. Paul met with Jeff Bruss to discuss the need and that the town will have the same requirements. The town is looking for opportunity to fund this position.

New Business:

- Discuss/approve waiver to bidding process for building signage: Tabled until next meeting.
- Discuss/approve waiver to bidding process for shelving: Tabled until next meeting.
- Discuss/approve waiver to bidding process for building furnishings: Tabled until next meeting.
- Plan for building dedication/ribbon cutting: Discuss timing and a soft opening vs. grand opening.

Concerns and comments from trustees: Dianna noted that the Rotary Wine & Cheese event will be Monday, July 23. If there are tickets left, it's a good opportunity to support an organization that has supported the library.

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting August 21, 2018, 3:45 pm. at the Three Lakes School Board Room.

There being no further business, Dianna made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 5:19 p.m.