

Minutes August 21, 2018
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Steve Garbowicz, Catherine Marshall, Dan McKissack, Paul Kaiser

Absent: Kathleen Olkowski, Alison Pichowski

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

Paul Kaiser called the meeting to order at 3:50 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 Dan, seconded by Dianna, to approve the minutes of the July 17, 2018 regular meeting with minor corrections as presented. All ayes, motion carried.

Correspondence: Ali Pichowski has communicated that due to changes in her family situation, she will be submitting her resignation from the board. We will place this on a future agenda and will discuss transfer of the school representative situation as needed.

Committee Reports:

Three Lakes Public Library Foundation: Met on July 30, 2018. Rosie Obukowicz came on the board after resignation of Amy Baumetz. The majority of the focus was organizing the list of donors and developing design for donor recognition wall in the new building.

Oneida County Library Board: The Oneida County Library Board has not met since the last library board meeting. The next event will be the Oneida County budget hearing on October 1 PM at 4 PM. The next OCLB meeting will be November 15 to review budget action by the Oneida County Board and do final approval for the OCLB 2019 budget disbursement.

Demmer Design and Construction Committee: as per usual draft minutes of the last meeting were shared as the written report. The DCC has been pursuing the questions of bidding requirements for furniture, fixtures & equipment purchases. Tom Asbeck has researched the legal opinions relating to bidding requirements for furnishings for the construction project, which would be considered a public works project. After discussion with the town clerk, the attorney on the town board, and the League of Municipalities, Tom and the DCC have determined that there is a separation between "fixtures" (lights, the lift, other built-in cabinetry, all currently included in the construction bid), and "furniture" which could be described as anything that would fall out if the building were to be picked up, turned upside down, and shaken. Therefore, the DCC does not believe that the library board would need to bid these items. Further, Erica has worked with a consultant to find lowest cost for quality items and purchase through the University of Wisconsin contract and prices and products have been compared across vendors, including local vendors.

Director's Report:

Erica briefly reviewed the report and answered questions as needed.

Budget Review:

Motion by Catherine, seconded by Dan, to approve vouchers 99 - 114 for July – August 2018 for payment from the town account. All ayes, motion carried.

Motion by Steve, seconded by Dianna to approve payment of: Greenfire Management invoice #10709 in the amount of \$285,814.28; invoice #17221-13 from Hoffman for design expenses in the amount of \$1,800 and reimbursables of \$126.46 for a total of \$1,926.46; payment of \$650 to Brian Shubring/Winchester Builders for owners; representative services. All ayes, motion carried.

Motion by Steve, seconded by Catherine 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: The trustees appreciate the semi-regular email updates that Erica sends to keep people informed about the status of construction and other related items. No further questions or updates.
- Review/approve Memorandum of Understanding with historical society: Brief discussion about the final draft of the MOU as drafted by the historical society and reviewed by Steve. The terms seem reasonable for both parties. Terms can be renegotiated. Motion by Steve, seconded by Catherine to authorize the MOU and execute it as written. All ayes, motion carried.
- 2019 budget process: Erica and Paul met with Town Chair Jeff Bruss and Town Clerk Sue Harris to discuss the operating and capital budget. No concern was expressed about the operating budget; most the discussion centered around the capital budget. After discussion the proposal will be to return requested funds for staff computers, but copiers and public access computers won't be considered at this time. The library board would be able to direct funds from non-lapsing or other sources to those purposes as needed.
- 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 in the library building specifications. Paul met with Jeff Bruss to discuss the issue. The town is looking for opportunity to fund this position.
- Plan for building dedication/ribbon cutting: Tabled until next meeting.

New Business:

- Discuss/approve recommendation for purchase of children's area shelving: Erica presented the final quote for shelving for the children's area for \$28,891.62 from Embury, which includes construction, delivery, and installation. The DCC had reviewed quotes from two different companies presented by the consultant, and the DCC chose Embury's. The construction and delivery schedule is currently out past Thanksgiving, so the consultant asked that this be approved as soon as possible. Steve moved, Catherine seconded, to authorize the purchase of shelving for the children's area. All ayes, motion carried.
- Discuss/approve Hearing Loop: Erica presented a final quote for installing Hearing Loop technology in the large multipurpose room for \$3,800. The vendor will be Consulting With Clarity out of Colby, Wisconsin. Pending approval, they are able to start work immediately to coincide with the construction status of that room. Steve moved, Dianna seconded, to authorize the purchase and installation of the Hearing Loop in the multipurpose room. All ayes, motion carried.
- Discuss/approve library signage contractor: Catherine reported on the revisions made to the signage plan. Motion by Catherine, seconded by Steve, to accept the contract from Graphic House for exterior and interior signage. All ayes, motion carried.
- Trustee's Essentials Chapter 17: Tabled until next meeting.

- Report: Trustee Training Week: Erica listened to the first day, and Catherine listened in on 3 of 5. They seemed to be focused at larger libraries, but there were useful nuggets that would be good to review in the future.

Concerns and comments from trustees:

Future agenda items: Board vacancy

Comments from citizens: None

Next Meeting: Regular meeting September 17, 2018, 4:30 pm at the Three Lakes School Board Room.

There being no further business, Catherine made a motion to adjourn, seconded by Dan. All ayes, motion carried. The meeting adjourned at 5:06 p.m.

Respectfully submitted: Erica Brewster, Director