

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

Trustee Attendance: Dianna Blicharz (arrived at 4:36 PM), Steve Garbowicz, Catherine Marshall, Paul Kaiser (left at 5:26), Kathleen Olkowski

Absent: Dan McKissack, Alison Pichowski

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

Paul Kaiser called the meeting to order a 4:30 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 Steve, to approve the minutes of the August 21, 2018 regular meeting as amended. All ayes, motion carried.

Correspondence: Erica shared a letter that accompanied a second donation from the JWP Group, with the promised to expect another donation before the end of 2018. Erica has written a thank you note. Catherine suggested that the board acknowledge the next donation.

Committee Reports:

Three Lakes Public Library Foundation: has not met since the last meeting.

Oneida County Library Board: Same update as August. 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: met on September 12. Vicki explained there has been a problem with the design and plans for the new addition to the building matching up to the existing building. The current understanding is that the design for the addition was designed using the drawn plans for the original building, not the as-built measurements. There is a weekly meeting on Tuesdays at 9 AM and the DCC3 hopes to have an update on the plan to rectify the situation at their next meeting on 9/18. The problem has caused a significant delay to the schedule, but the exact fallout to the calendar hasn't been calculated.

In addition there are quality issues with the concrete to the front steps and ramp area which will require removal and replacement. Fortunately, weather constraints aside, this shouldn't have a huge impact on the overall timeline. That work can be done without affecting other interior/structural work.

Vicki shared the latest financial spreadsheet report with the library board via e-mail. The foundation made its final payment to the town, so all of the \$1.2 million pledged (including \$100k from the historical society) is now in the town account. Expenditures are on track.

When the building project was developed a certain amount was included in the construction budget for furniture and fixtures (FF&E). At this point there are estimated costs that will go beyond that budget. Since the pledge of \$1.2 million to the construction costs, the foundation has received additional gifts dedicated to the building project. Erica will prepare a proposal for specific furnishings to bring to the foundation at their next meeting.

Catherine presented the near-to-final designs for the package of signs for the building.

Director's Report:

Erica briefly reviewed the report and answered questions as needed.

Budget Review:

Motion by Kathleen, seconded by Dianna, to approve vouchers 115 - 127 for August – September 2018 for payment from the town account. All ayes, motion carried.

Motion by Steve, seconded by Dianna to approve payment of: Greenfire Management invoice #10727 up to the amount of \$195,845.31; invoice #17221-14 from Hoffman for design expenses in the amount of \$1,800 and reimbursables of \$270.40 for a total of \$2,070.40; progress billing invoice #693818 from PieperPower/Systems Technologies for \$14,741.00; payment of \$650 to Brian Schubring/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.

Reviewed the 2018 expenditures to date.

Old Business:

- Logistics for library services during construction: Planning is more difficult due to the unknowns in the schedule. The landlord for the storefront library does have a potential tenant and has asked for an update for his planning. As of now the school doesn't seem to be concerned with our projected move out date. For now we're continuing to tentatively plan as if the move will happen in mid-December.
- 2019 budget process: No further changes have been made to the proposed 2019 budget. The annual budget hearing will be held on Tuesday, November 13, possibly 5:30 PM.
- Town building maintenance position: Steve reported that there has been some discussion at the town about shifting duties within the Public Works department, but nothing definitive. There is general agreement that this position is needed and it will occur, but details are yet to be worked out.
- Plan for building dedication/ribbon cutting: Plan to have a soft opening after moving in and a full dedication next summer.
- Discuss/approve DCC recommendation for furniture purchase: Erica presented two proposed purchases approved by the DCC: two additional circulation desk units from Hertz Furniture for \$1,126.67, including delivery, which was lower than any other listed price for units matching the existing desk; and a revision to the Systems Technology bid for the small conference room to swap out the ceiling mounted LCD projector for a 65" flat screen wall-mounted television, resulting in a quote deduct of \$1,197, from \$4,274 to \$3,077. Steve moved, Catherine seconded, to accept both quotes. All ayes, motion carried.
- Trustees Essentials Chapter 17: Reviewed "Membership in the Library System."

New Business:

- Board vacancy: Motion by Steve, seconded by Catherine to request Dr. George Karling appoint Dianna Blicharz as the school representative. All ayes, motion passes. Briefly discussed other potential candidates.

Concerns and comments from trustees:

Future agenda items: 2018 budget expenditures projection, board vacancy and new member orientation, Trustees Essentials chapter 18

Comments from citizens: None

Next Meeting: Regular meeting October 16, 2018, 4:30 pm at the Three Lakes School Board Room.

There being no further business, Steve moved to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 5:51 PM.

Respectfully submitted: Erica Brewster, Director