

Minutes October 16, 2018
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Steve Garbowicz (left at 5:15), Catherine Marshall, Dan McKissack, Paul Kaiser

Absent: Kathleen Olkowski

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

Paul Kaiser called the meeting to order a 4:35 p.m.

Agenda:

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

Approval of Minutes: Motion by Steve, seconded by Catherine, to approve the minutes of the September 17, 2018 regular meeting as amended. All ayes, motion carried.

Correspondence: None.

Committee Reports:

Three Lakes Public Library Foundation: Met on 10/8/2018. The foundation reviewed the furnishings budget presented by Erica and approved a grant to the library to fund selected furnishings. They also reviewed/discussed the plan for the donor wall that is being designed and created in the Fab Lab.

Oneida County Library Board: Will meet on November 15. The county budget hearing was held at 4:30 October 1 and the budget request was approved as presented.

Demmer Design and Construction Committee: the DCC last met on October 10. The DCC continues to function well and has reviewed various items for FF&E and other items. There is continued concern about the schedule and timeline for the library construction. Tom reported on a phone conference he and Erica had with Kip Richie, president of Greenfire, and Mike Timmers, operations manager. After explaining concerns, they proposed an in-person meeting on Thursday, 10/18. Greenfire is holding a contractor meeting tomorrow and a new revised schedule will be presented on Thursday with an updated completion date.

The building is not yet weather tight (windows, roofing, finishing framing), the building is being heated with temporary heaters and dehumifiers, but there is still drying and heating that needs to happen before more work can occur. A large amount of work remains before "substantial completion." Some items may be completed in the spring (landscaping) and Greenfire may offer to extend warranties on some work.

Due to the delays, there has been a suggestion that Greenfire may request a formal change to the contract end date. This could be achieved through a change order, which would need to be signed off on by the town, the contract signatory.

Director's Report:

Erica briefly reviewed the report and answered questions as needed.

Budget Review:

Motion by Steve, seconded by Dan, to approve vouchers 128 - 142 for September – October 2018 for payment from the town account. All ayes, motion carried.

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

Construction bills:

Motion by Catherine, seconded by Dan to approve invoice #17221-15 from Hoffman for design expenses in the amount of \$1,800 and reimbursables of \$156.10 for a total of \$1,956.10; payment of \$650 to Brian Schubring/Winchester Builders for owner's representative services. All ayes, motion carried.

Vicki explained that Hoffman has reviewed the bill submitted by Greenfire for September 2018. They have concerns about the amount of work claimed to be completed and the actual work completed at the end of the month. They have asked for a revised bill to be submitted by Greenfire, which is said to be forthcoming. Motion by Steve, seconded by Catherine to approve Greenfire Management invoice #10739 up to the amount of \$151,510.31, subject to review and approval of an amount authorized by Hoffman. All ayes, motion carried.

Reviewed the 2018 expenditures to date.

Reviewed the quarterly financial report.

Motion by Dianna, seconded by Catherine, to approve the third quarterly transfer of \$832.52 for fine and copier money to the town non-lapsing account.

Old Business:

- Logistics for library services during construction: Per the discussion reviewing the DCC committee report, the construction timeline continues to be a concern for planning the return to the remodeled library. Things continue to function well in temporary spaces, but the landlord for the downtown space does have an interested tenant. However, based on the current status of construction, the board will mostly likely need to negotiate at least one more month of tenancy. School is fine with whatever additional time needed.
- 2019 budget process: Some minor changes have been made to the proposed 2019 budget: \$420 added to sewer line for increases in sewer fees, and \$2,219.46 reduced from health insurance. The annual budget hearing will be held on Tuesday, November 13, 5:30 PM.
- Town building maintenance position: Nothing new to report.
- Plan for building dedication/ribbon cutting: Nothing new to report.
- Discuss/approve DCC recommendation for furniture purchase: Motion by Steve, seconded by Dianna, that the Demmer Board of Trustees approve the furnishings list as presented and pay for those furnishings with the \$90,680 grant from the TLPLF.

Erica presented a proposal from Winchester Builders for two options: all new custom shelving for \$58,709; refurbished non-fiction shelving and all-new shelving in the remaining collections for \$43,467. Motion by Steve, seconded by Catherine, to accept the proposal from Winchester builders for all new custom shelving for \$58,709 as recommended by DCC. All ayes, motion carried.

- Board vacancy: Reviewed statement of interest from Ann Asbeck. Motion by Dan, seconded to Catherine, to accept Ann Asbeck as a trustee and recommend her to the town chair for appointment to the library board to fulfill the term through December 31, 2020. All ayes, motion carried. Following approval of Ann Asbeck by the town board, a formal request will be made to Dr. Karling to appoint Dianna as the official school representative.
- Trustees Essentials Chapter 18: Reviewed "Library Board Appointments and Composition."

New Business:

- Demmer Trust: Paul has composed a letter to the Demmer Trust to request a disbursement. He will sign and send the letter. The board reviewed correspondence from US Bank regarding terms of current trustees. Paul will follow up with the most recent trustees to see if they are interested in continuing, and then communicate with the town about finalizing the appointments.

- 2018 Staffing: Erica reviewed the 2018 staffing and evaluation of temporary/casual employees. Per their terms of employment, their contracts end on December 31, 2018. Due to the delays in construction and other factors, Erica presented some suggestions for proceeding with staffing beyond the end of this contract. She will solidify those options and the financial impact on the budget and bring it back to the board as a formal proposal in November.

Concerns and comments from trustees:

Future agenda items: 2018 expiring terms; 2019 staffing and evaluations - closed session, board member orientation

Comments from citizens: None

Next Meeting: Regular meeting November 20, 2018, 4:30 pm at the Three Lakes School Board Room.

There being no further business, Dan moved to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 6:14 PM.

Respectfully submitted: Erica Brewster, Director