

Minutes November 20, 2018
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Catherine Marshall, Dan McKissack, Kathleen Olkowski

Absent: none

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

Paul Kaiser called the meeting to order a 4:30 p.m.

Agenda:

Motion by Steve, seconded by Catherine, to approve the agenda in any order, especially noting the closed session will come at the end of the meeting. All ayes, motion carried.

Approval of Minutes: Motion by Catherine, seconded by Dianna, to approve the minutes of the October 16, 2018 regular meeting as amended. All ayes, motion carried. Motion by Catherine, seconded by Ann, to approve the minutes of the October 30, 2018 special meeting as amended. All ayes, motion carried.

Correspondence: Correspondence relates to the Demmer Trust and will be discussed under that item.

Committee Reports:

Three Lakes Public Library Foundation: Met on 11/6/2018. They continued to review the plan for the donor wall that is being designed and created in the Fab Lab. They also approved an additional donation of funds to cover the cost of furniture delivery and installation of the furniture ordered after the last meetings.

Oneida County Library Board: Met on November 15 to accept the 2019 budget as approved by the full Oneida County Board on 11/13/2018. The Demmer will receive \$43,642, same as 2018, in 2019. Kris Adams Wendt shared a legislative update including re-elected local representative Rob Swearingen and newly elected governor Tony Evers.

Demmer Design and Construction Committee: shared the minutes from the 11/14 DCC meeting. Update on construction: front timbers were added which meant the roof could be finished and shingles done. Landscaping couldn't be completed before freeze-up, so next week they will do some rough-grading and bring in topsoil to level ground and absorb extra moisture; they will return in the spring to complete. Siding will follow the installation exterior soffits. Basement is nearing completion – major pieces remaining are windows, doors, floors, and trim. Upstairs has been drywalled and primer paint is being done. The next key piece is the floor leveling – first in the children's area, then in the existing main area, up to 2.5". Greenfire has received some tentative numbers and is still working to select and contract with a subcontractor for that. The first quote was for \$60k, but a phone call to Tom Asbeck earlier today suggested the cost would be around \$10,000. This may require a change order to approve. The floor will take 2+ weeks to cure before bookshelves can be placed on it. Upcoming: the front will be tented and stacked stone will be put on the columns, then on the fireplace. The mantel for the fireplace will be cut to fit.

The DCC3 asked that Greenfire focus more on creating a realistic, attainable schedule that didn't compromise the quality of work. In addition to discussing the change, the president and operations manager from Greenfire made a trip to visit the site and discuss scheduling concerns and have followed up with weekly meetings with the DCC3 to make sure the project continues to go smoothly.

The new substantial completion date is 1/16/2019, final completion 1/31/19. Under this new schedule Hoffman will come back for two more visits: one for above ceiling inspection, and one for final completion. Tom prepared and

presented an itemized list of expenses that we will incur as a result of the delay for Greenfire to cover. Tom proposed approval to a new change order amending the contract delivery date to 1/31/19 including reimbursement of the incurred costs.

Motion by Catherine, seconded by Steve to accept the change in dates of substantial completion to 1/16/2019 and final completion with 1/31/2019, with the understanding that Greenfire will return in the spring to complete the landscaping. All ayes, motion carried.

Director's Report:

Erica briefly reviewed the report and answered questions as needed.

Budget Review:

Motion by Steve, seconded by Kathleen, to approve vouchers 143 - 160 for October – September 2018 for payment from the town account. All ayes, motion carried.

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

Construction bills:

Motion by Dan, seconded by Ann to approve Greenfire Management invoice #10756 up to the amount of \$72,252.67, as approved and amount authorized by Hoffman; invoice #17221-16 from Hoffman for design expenses in the amount of \$1,645.00 and reimbursables of \$245.50 for a total of \$1,899.50; payment of \$650 to Brian Schubring/Winchester Builders for owner's representative services; progress billing invoice #700360 from Pieper Electric in the amount of \$14,741.00; and an additional invoice was received after the foundation and DCC meetings Mach IV 6200 for \$2,022.50 for costs associated with various civil engineering redesigns. All ayes, motion carried.

Reviewed the 2018 expenditures to date.

Old Business:

- Logistics for library services during construction: Erica has been in touch with Mark McCain and will send a written request for lease extension. She has been in touch with movers and they are still interested in working with us, however she won't follow up on dates or contracting until the floor leveling is scheduled, or ideally completed, so we have more confidence in the final timeline.
- 2019 budget process: The town electors and board approved the 2019 operating and capital budgets as presented at the 11/13/2018 annual meeting. The library board reviewed the detailed final budget.
- Town building maintenance position: Nothing new to report.
- Plan for building dedication/ribbon cutting: Nothing new to report.
- Demmer Trust: several pieces of communication have been received regarding the Demmer Trust. Paul reported on his discussion regarding correspondence with trustees Ken Klein and Jim Levandoski. The board reviewed a letter from trustee Ken Klein and an email from U.S. Bank reporting on the distribution amount that will be released based on requirement to avoid excise tax.

Paul further discussed the need for seeking new trustees if Ken and Jim's terms are up. Requested to place on the agenda for December to review the terms of the trust and identify possible replacements.
- Trustees Essentials Chapter 19: Reviewed the certification requirements; request that information on completed CEUs be added to director reports.

New Business:

- Introduce new board member: Ann Asbeck has joined the board to fulfill the term of Ali Pichowski. Paul invited Ann and Dan McKissack to join him and Erica for an orientation meeting on 11/29.
- Board members with expiring terms: Terms for Kathleen Olkowski and Dianna Blicharz will expire on 12/31/18. Both agreed to appointments to new 3-year terms. Erica will send the request to Sue to place on the next town board agenda and confirm Dianna as school representative appointee with Dr. Karling.
- Library director evaluation: Dan will take the lead in collecting the evaluations from the library board; will be placed on the December agenda.
- Library director unused vacation time: Reviewed in closed session
- Closed Session:

Steve moved, seconded by Ann, to enter into closed session per section 19.85(1)(c) of Wisconsin state statutes for purposes of considering employment, promotion, compensation or performance evaluation data of library staff. (Topic: staff evaluations, review 2019 staffing proposals.)

- Roll call: Ann: aye, Dianna: aye, Steve: aye, Paul: aye, Catherine: aye, Dan: aye, Kathleen: aye.
- Action in closed session:

Staff evaluation results were reviewed. Proposed 2019 staff salaries were approved with 3% merit pay increase for Erica Brewster, Lyn Pietila, Carolyn Eaglesham, Denise Voss, Janet Dixon, and Sandy Theisen as included in the 2019 budget process.

Motion by Steve, seconded by Catherine to increase Charlotte Horant to \$14/hr in 2019. All ayes, motion carried.

Motion by Steve, seconded by Catherine to authorize an increase of hours up to 30 for April Lammert for a regular part-time position with compensation starting at \$11 and increasing \$11.50 per performance review in June. All ayes, motion carried.

Motion by Steve, seconded by Dan, to offer an end of year bonus of \$500 to Lyn, \$750 to Janet, and \$1000 to Erica, with other employees receiving \$100 gift certificate, in recognition for work done during the construction project in 2018, to be taken from unspent staff salaries for 2018. All ayes, motion carried.

Motion by Steve, seconded by Ann, to authorize the reimbursement of 80 unused vacation hours to Erica Brewster, recognizing the extraordinary circumstances of building construction in 2018. All ayes, motion carried.

- Return to open session Steve moved, Ann seconded to return to open session. Roll call: Ann: aye, Dianna: aye, Steve: aye, Paul: aye, Catherine: aye, Dan: aye, Kathleen: aye.

Concerns and comments from trustees:

Future agenda items: Demmer Trust; library director evaluation; Trustees Essentials 20 – Kathleen.

Comments from citizens: None

Next Meeting: Regular meeting December 18, 2018, 4:30 pm at the Three Lakes School Board Room.

There being no further business, Kathleen moved to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 7:10 PM.

Respectfully submitted: Erica Brewster, Director