

Minutes December 18, 2018
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent: Catherine Marshall

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

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

Agenda:

Motion by Ann, seconded by Steve, 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 Dan, seconded by Kathleen, to approve the minutes of the November 20, 2018 regular meeting as amended.

Correspondence: None

Committee Reports:

Three Lakes Public Library Foundation: Met on 12/10/2018. Reviewed building progress to date, approved payment of construction bills, work on the donor recognition wall, and approved a postcard thank-you mailing that will go out to donors this week.

Oneida County Library Board: Will meet next in February.

Demmer Design and Construction Committee: met on 12/17/2018. Tom reported on progress to date. Postponed until spring: final grading, staining concrete, painting of the cement board, rain barrels, asphalt and asphalt striping, caulking of exterior siding, landscape rock and rest of grading and landscaping. Interior: above ceiling inspections have been completed and they are waiting for the final reports, then ceiling tile can be dropped. Framing and doors are hung and glass is on site for installation. First floor: drywall and soffit repairs have been completed, fireplace is complete (mantel, hearth, stonework), lights are in, young adult area will need floor floating which will require several days for curing.

Erica continues to coordinate the telephone, cable, internet, low voltage, and WVLS IT personnel to complete technology/communications systems setup.

Director's Report:

Erica briefly reviewed the report and answered questions as needed. Erica updated the board with the changes in staffing since the prior meeting; she will present final changes at the January meeting.

Budget Review:

Motion by Steve, seconded by Dan, to approve vouchers 161 - 176 for November – December 2018 for payment from the town account. All ayes, motion carried.

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

Construction bills:

Motion by Dianna, seconded by Ann to approve Greenfire Management invoice #10775 up to the amount of \$220,299.97, final amount as authorized by Hoffman Planning, Design and Construction; payment of \$650 to Brian Schubring/Winchester Builders for owner's representative services; progress billing invoice #703435 from Pieper Electric in the amount of \$14,741.00; and invoice #633698 in the amount of \$1,126.67 to Hertz Furniture for two additional circulation desk units. All ayes, motion carried.

Reviewed the 2018 expenditures to date.

Motion by Kathleen, seconded by Steve, to authorize payment of bills before the end of the year, with a report in January. All ayes, motion carried.

Old Business:

- Logistics for library services during construction: The contractor's substantial completion date is January 17, so furniture delivery and moving will begin after that date. The first firm date is for children's area shelving, which will be delivered and installed on January 29 and 30. Other shelving will be delivered in stages, which could mean that books will be moved from the school in sections (i.e., nonfiction first, then all fiction, etc.). Essnetial furniture was packed at the front of the semitrailer. Those items will be offloaded, and unused items (e.g., shelving and furniture at the downtown storefront library) will be loaded on for storage until spring at which time items can be auctioned or transferred to an eligible nonprofit, etc.

There has been discussion about uses of the green space that will be between the library and the new town building once the old town building is demolished in the spring/summer of 2019. Erica has approached town chair Jeff Bruss and he agreed that a workgroup could convene in February/March 2019 to begin brainstorming ideas for potential uses for this space, but no major work would begin until fall of 2019. Additionally, Mary Sowinski successfully applied for and received a \$2,500 landscaping grant from the American Transmission Company which will be applied to this shared green space.

- Town building maintenance position: Two new job positions have been posted on the town's website, one for building custodian and grounds maintenance, the other for public works superintendent. Both are open until 1/11/2019. The positions are on the town board agenda for later.
- Plan for building dedication/ribbon cutting: Continue to discuss a spring date. The large sign in front of the building won't be installed until spring, and there was the suggestion that the "grand opening" include an unveiling of the sign. Also suggested was potentially coordinating with town for a shared dedication event for both buildings.
- Demmer Trust: Paul reviewed the handouts included in the packet including the history of distributions from the Demmer Trust and the definitions of the Public Foundation 990 IRS-required distributions. The 2018 PF990 distribution check was deposited in the existing money market maintenance account; some discussion about possible management of future funds received through annual 990 distributions. The terms of the two current trustees will expire at the end of 2018. David Hintz has agreed to accept and Pat Brainard is considering nomination for appointment to a 5-year term as Demmer Trust trustees.

Motion by Steve, seconded by Dianna, to present Dave Hintz to the Three Lakes Town Board for appointment as a Demmer Trust trustee for a 5-year non-renewable term to begin in January 2019. All ayes, motion carried.

Motion by Steve, seconded by Dan, to present Pat Brainard to the Three Lakes town board for appointment as a Demmer trustee for a 5-year non-renewable term to begin in January 2019, pending Pat's acceptance. All ayes, motion carried.

- Trustees Essentials Chapter 20: Postponed until January.
- Library director evaluation: Dan shared the results of the library director evaluation. Motion by Steve, seconded by Dianna to authorize Dan to meet with Erica to review the evaluation results. All ayes, motion carried.

Concerns and comments from trustees:

Future agenda items: Dan - report on director evaluation

Comments from citizens: None

Next Meeting: Regular meeting January 15, 2018, 4:30 pm at the Three Lakes School Board Room.

There being no further business, Dianna moved to adjourn, seconded by Kathleen. All ayes, motion carried. The meeting adjourned at 5:57 PM.

Respectfully submitted: Erica Brewster, Director