

Minutes January 15, 2019
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:

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 Dan, 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 Kathleen, seconded by Ann, to approve the minutes of the December 18, 2018 regular meeting as presented.

Correspondence: Three thank you notes from staff were received and read.

Committee Reports:

Three Lakes Public Library Foundation: Met on 1/14/2019. Reviewed building progress to date, approved payment of construction bills, work on the donor recognition wall, and decided on an end date for receipt of funds specific to the building campaign and set 2/1/2019 as the cutoff date for inclusion on the recognition wall.

Oneida County Library Board: Will meet next in February.

Demmer Design and Construction Committee: met on 1/14/2019. Construction is nearing completion. The exterior is nearly complete and the first furniture delivery took place last week. There is still interior work to be done before the final walk-through which is scheduled for 1/22. Erica reported on a question about the design and installed fire suppression system. The installed system is not designed to include smoke detectors, alarms/lights, or pull stations.

Catherine reported on the discussion in the DCC meeting about dissolution of the committee based on completion of the objectives and charge in the Charter dated 3/21/2017. There are construction related items (landscaping and other items listed in the DCC minutes) that will continue through August and bills through September 2019, but the DCC doesn't feel those are items requiring regular committee attention. There are some other ad hoc workgroups of the DCC that would continue to complete their tasks (recognition wall, signage, etc.). Tom Asbeck has agreed to stay on as a financial and contractual adviser. The decision to disband the committee will be placed on the February agenda.

Vicki reviewed and reported on the financial worksheet with project budget, expenses, and outstanding obligations. This report was reviewed by the DCC and by the library foundation and both agree that the financials look solid and there will be adequate funds available to complete the project.

Director's Report:

Erica reviewed her monthly director's report. Paul Kaiser commended the library staff for maintaining programming through the construction period.

Budget Review:

Motion by Dan, seconded by Catherine, to approve vouchers 1-15 for December 2018 – January 2019 for payment from the town account. All ayes, motion carried.

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

Construction bills:

Motion by Catherine, seconded by Dan to approve Greenfire Management invoice #10790 up to the amount of \$120,084.70; payment of \$650.00 to Brian Schubring/Winchester Builders for owner's representative services; progress billing invoice #705307 from Pieper Electric in the amount of \$9,075.00; invoice #5185 for \$2,984 from Mavo Systems for removing asbestos steps. All ayes, motion carried.

Reviewed the 2019 expenditures to date.

Motion by Dianna, seconded by Ann, to approve a deposit of \$532.99 to the non-lapsing account for the 4th quarter 2018 fines and copier money. All ayes, motion carries. Reviewed the quarterly report on the board funds. Discussion about the future use of funds in BMO bank account (approximately \$5,000). Erica reported that she has researched to the best of her ability the origin of those funds via records in Quicken dating back to 2002, but information isn't completely clear. Erica requested the board give a specific designation for the use of those funds prior to transferring to another bank account. Board agreed that this matter should be discussed in coordination with strategic planning, and asked to place item on future agenda.

The 2018 end of year operational expenditures reviewed. The non-lapsing account transfers report has not been received from town; will be reviewed in February.

Old Business:

- Plan for building dedication/ribbon cutting: Discussion of members and point person for helping to organize the ribbon cutting for the new building. General ideas discussed: date in late spring/early summer when summer residents have returned and landscaping has begun; could incorporate unveiling of outdoor sign; committee would need to pursue sponsorship opportunities and determine special invitees. Paul will ask Laura Wiperman if she would be interested in participating in/taking a leadership role in planning the celebration.
- Demmer Trust: Dave Hintz and Pat Brainard will be presented to town board for approval as new Demmer Trust trustees at the town board's 1/15/2019 meeting.
- Trustees Essentials Chapter 20: Discussion of library accessibility and ADA requirements and how the new building has addressed concerns. February meeting - Chapter 21 – Accessible Services, led by Dan McKissack.

New Business:

- Library move into remodeled building: Erica discussed the very tentative timeline for moving back into the remodeled building. Much is still contingent on some very specific items beyond completion of construction (e.g., phone line, fire suppression system and monitoring, final building inspection, etc.). Her tentative timeline is as follows: 1/22 - final building walkthrough and punch list; week of 1/28 – install children's shelving, EBI ordered furniture, begin installing adult shelving; week of 2/4 - install adult/YA shelving, move books, furniture from semi-trailer, set up computer network; week of 2/11 – very tentative opening date. Foster books, etc., will be included in the move before and after the move in date.
- Election of board officers for 2019: Motion by Steve, seconded by Dianna to nominate as officers: Paul Kaiser, President, Dan McKissack, Vice President, Kathleen Olkowski as Treasurer for 2019. All ayes, motion carried.
- Staffing Update: Reviewed the proposal for library page and internship. Motion by Steve, seconded by Ann, the position as presented with hours as budgeted. All ayes, motion carried.
- Closed Session:

Ann moved, seconded by Steve, 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: employee performance review – report on library director evaluation.)

- Roll call: Dan: aye, Steve: aye, Dianna: aye, Catherine: aye, Paul: aye, Kathleen: aye, Ann: aye.
- Return to open session: Steve moved, Catherine seconded, to return to open session. Roll call: Dan: aye, Steve: aye, Dianna: aye, Catherine: aye, Paul: aye, Kathleen: aye, Ann: aye.
- Report on action in closed session: the library board received a report on employee performance and subsequent actions.

Concerns and comments from trustees: Paul invited other trustees to meet with him and Erica to preview the direction for strategic planning for 2019. Interested trustees should contact him. Strategic planning will be a major effort in 2019.

Future agenda items: Designate purpose for BMO funds; dissolution of DCC; non-lapsing funds report; spring elections – candidate forum

Comments from citizens: None

Next Meeting: Regular meeting February 19, 2018, 4:30 pm at the Demmer Library Tamarack Room.

There being no further business, Dianna moved to adjourn, seconded by Ann. All ayes, motion carried. The meeting adjourned at 6:25 PM.

Respectfully submitted: Erica Brewster, Director