

Minutes March 19, 2019
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz (arrived 4:34 PM), Steve Garbowicz (left at 5:30 PM), Catherine Marshall, Dan McKissack, Kathleen Olkowski (via conference call)

Absent: Paul Kaiser

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

Dan McKissack called the meeting to order a 4:31 p.m.

Agenda:

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

Approval of Minutes: Motion by Ann, seconded by Steve, to approve the minutes of the February 19, 2019 regular meeting as amended.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: Has not met since 2/19/2019. The foundation continues to support furniture funding and incidental funding requests. There is a subcommittee that continues to work on the recognition wall and planning a mounting on copper. The committee found the company online that does the work, which normally would do the whole project start to finish for a cost of \$12-15,000. Dianna e-mailed to ask if they'd be willing to do just the pieces, which normally they would not do. But the representative has a cottage on Dog Lake and is very interested in helping a local project for a reduced price. Discussion about source of funding for the remainder of the recognition wall and a suggestion for using funds from the BMO bank account.

Motion by Steve, seconded by Catherine, to authorize an amount not to exceed \$2,500 from the BMO bank account for the recognition wall. All ayes, motion carried.

Oneida County Library Board: Met on Thursday, February 21st. The meeting was short and included electing officers, etc. Dianna shared programs and services offered by the state library systems and the increases in funding being made available for library work. Mary Taylor from Minocqua will be retiring and they are in the process of a director's search. Next meeting will be July 18, 2019 to review budget requests for 2020.

Director's Report:

Erica reviewed her monthly director's report.

Budget Review:

Motion by Steve, seconded by Catherine, to approve vouchers 33-48 for February-March 2019 for payment from the town account. All ayes, motion carried.

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

Motion by Dianna, seconded by Catherine, to approve a check for Northwoods Children's Museum pass from the Former Friends/Book Sale account. All ayes, motion carried.

Reviewed the 2019 expenditures to date. Erica noted the WPS charges for gas for February continued to be surprisingly high. She will follow up with WPS as energy costs were not anticipated to jump that much, if at all.

Construction bills:

Motion by Steve, seconded by Catherine to approve the following construction bills:

- \$1,448.00 for Graphic House, invoice 5558-2, for progress payment towards completion of signage installation.
- \$13,772.42 for Greenfire Management invoice #10821 for February 2019 construction costs
- \$488.52 for Per Mar invoice 2016623 for purchase/installation of smoke and fire alarm (to be reimbursed via deductive change order by Greenfire)
- \$650 and \$14,667.25 for Winchester Builders for construction management (2/2019) and progress payment towards custom shelving
- \$10,417.00 to the Town of Three Lakes for 2/3 of WPS line installation (see minutes 2/19/2019 meeting)

All ayes, motion carried.

Reviewed the construction budget spreadsheet to date. There is an estimated \$45,000 remaining in the construction budget. There are still some additional contingency items that are awaiting pricing and approval.

Old Business:

- Library building transition and construction report: Tom and Erica continue with weekly phone conferences with Greenfire to follow up on punch list items and other concerns. Tom checked the building trusses in the attic during the period of heavy snow load and determined the structure could support the weight of the snow. Many outstanding items on the HVAC punch list were addressed on 3/14, but the IT room work remains to be done. Tom reviewed a laundry list of concerns that are outstanding and those that have been addressed including: spalling of green sidewalk concrete, adding a valve to the air compressor for the sprinkler system so the air pressure could be recharged in event of a power outage, trim work, rheostats or remote switches for attic fans, keying for interior and exterior doors, painting for exterior handrails, smoke detectors for furnace vents, heat tape for roof.

Greenfire, Hoffman and the library/town have received letters from an attorney representing Spirit View Construction (siding and exterior building work) that is contesting lack of payment for work they claimed done but states Greenfire has not paid them for. Greenfire is working with their attorneys to address the situation and is keeping Tom and Erica informed about any changes or concerns.

Several groups have begun meeting in the meeting rooms, including after hours and making use of the conference call equipment. Due to the deteriorating condition of the old town office building, town meetings have been scheduled for the Demmer Library meeting rooms until the new town building is available. The foundation has supported the purchase of some additional furniture which was installed on 3/12, and the next batch of adult shelving was installed on 3/15 and 3/18. Books are being reshelved and foster books will start being checked in.

Spring thaw is the next challenge – Erica is monitoring the melt around the building and hasn't noted any water leaking into the basement or other interior damage. The extent of exterior problems (heaving and spalling of green sidewalks, drainage, etc.) is yet to be determined.

- Plan for building dedication/ribbon cutting: Laura Wipperman and Mari Lynn Garbowicz are going to co-chair the ribbon cutting event. Erica has not taken time to follow up with them.
- Trustees Essentials Chapter 21: Reviewed the role and responsibility of the library board in assuring accessible services for all patrons. Discussion about staff training to be able to provide services and accommodate special needs. The new building was designed with accessibility as a priority. Suggestions: include information on the website about accessible service; audit the new building and services later in the year and review and apply the

Public Library Standards; pursuing staff training, emphasizing the responsiveness of staff to addressing needs as they arise through positive attitude and customer service; seek collaboration with school special education departments. Per the public library Standards, current services seem to bring the library up to at least Level 3 of service.

Ann will lead discussion of chapter 22, Freedom of Expression and Inquiry, at the April meeting.

- 2019 Strategic planning: Subcommittee will begin meeting in May. Members: Paul, Ann, and Dan volunteer to be the board representatives. Erica will research some activities and work with Paul to find a date in May for a kickoff.

New Business:

- Candidate forum - report: 70 attendees and many stayed around to socialize afterwards. There wasn't as much "debate" among the candidates this time. Follow-up questions would require somebody who both has a good understanding of school and town issues and be completely unbiased. Additional notes were taken on suggestions for improving method for next year. Videos were posted to YouTube (livestream not available that night) – 17 views of school board and 50 for town board by meeting time.
- Town buildings & grounds maintenance position - update: James Anys was hired for the Buildings & Grounds position and began working on March 4. The custodial staff was laid off at the end of March. There is a lot of balancing to do to determine role of the position as it will pertain to the library, specifically custodial services. As of now James is not doing any library custodial work and the library staff are doing garbage/recycling, bathrooms, vacuuming, sweeping/mopping, etc. Kevin Krueger was hired and started 3/18 as Public Works director. He was in the library for the first time the day before this meeting. Erica and Sue are discussing custodial work, and Erica is meeting with Northwoods Cleaning Services on 3/20 to discuss a quote for corporate cleaning services. Northwoods Cleaning Services provides routine custodial services for libraries in Minocqua and Eagle River; Erica will determine the level of services needed as the job duties and availability of James and Kevin comes clear.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: Request to change June meeting date to June 11, 2019. Catherine will not be at the April meeting.

Next Meeting: Regular meeting April 16, 2019, 4:30 pm at the Demmer Library Tamarack Room.

There being no further business, Catherine moved to adjourn, seconded by Ann. All ayes, motion carried. The meeting adjourned at 5:58 PM.

Respectfully submitted: Erica Brewster, Director