

Minutes April 16, 2019
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Dan McKissack, Kathleen Olkowski (via conference call)

Absent: Steve Garbowicz, Paul Kaiser, Catherine Marshall

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

Dan McKissack called the meeting to order at 4:37 p.m.

Agenda:

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

Approval of Minutes: Motion by Dianna, seconded by Ann, to approve the minutes of the March 19, 2019 regular meeting as corrected.

Correspondence: Charlotte Horant submitted a funding request for a summer reading program from the Former Friends/book sale funds account.

Committee Reports:

Three Lakes Public Library Foundation: Has not met since 2/19/2019. The subcommittee continues to meet on the recognition wall and Dianna continues to communicate with the company that offered to do the top and bottom framing and the committee have received a proposal. Will continue to report progress as it comes.

Oneida County Library Board: Will meet next on July 18, 2019 to review cross border county funding requests and 2010 funding requests from Oneida County libraries.

Director's Report:

- **Director's Report:** Erica reviewed her monthly director's report.
- **Library building construction and transition report:** Tom reported on the 4/15 meeting with Greenfire. Requested a schedule from Greenfire for the outside work once the conditions are right for beginning the work. There is still exterior work to be done: the temporary handrails will be replaced with galvanized painted handrails, caulking, etc., of siding, staining on the timbers, replacing damaged windows, replacing concrete sidewalk on the southwest side of the building. There continues to be a list of interior punch list/repair work: keying of exterior and interior doors upstairs, a small list of HVAC issues. We will not have another bill for Greenfire work until closeout materials are received.

Budget Review:

Motion by Ann, seconded by Dianna, to approve vouchers 49 - 60 for March – April 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 Ann, to approve the deposit of fines and copier money collected in the 1st quarter of 2019 into the non-lapsing account with the town. All ayes, motion carried

Reviewed the 2019 expenditures to date.

Construction bills:

Motion by Ann, seconded by Dianna to approve the following construction bills:

- \$6,780.00 for Pieper Power, inv. 712215 for final payment towards low voltage installation contract.
- \$341.60 for Rhinelander Moving, inv. 12623, for emptying semi and moving to Lion's shed.
- \$2,780.00 to South Central Library System, inv. 19-305, for furnishings design and purchasing consulting
- \$14,667.25 for Winchester Builders for final payment towards custom shelving

All ayes, motion carried.

Reviewed the construction budget spreadsheet to date. There is an estimated \$20,000 remaining as unspent and unobligated in the construction budget. There are still some additional contingency items that are awaiting pricing and approval. There are other items that may be credited back (e.g., electric water heater), plus some grants and reverse change orders that could bring back funds.

Old Business:

- Plan for building dedication/ribbon cutting: Laura Wipperman and Mari Lynn Garbowicz met with Erica to begin initial planning for the grand opening. Tentative plan is to combine with town for one large opening for both buildings on block, and include Historical Society. Suggested date: Saturday, June 29, 1-4 PM. Item is on the town board agenda for later this evening.
- Trustees Essentials Chapter 22: Discussion of chapter 22, Freedom of Expression and Inquiry, at the April meeting, is tabled until May meeting when more board members can be present. Suggestion of pulling and bringing in policies to review with the discussion.
- 2019 Strategic planning: The subcommittee will work to schedule a meeting in early May. The full board will return to topic at the next board meeting.
- Town buildings & grounds maintenance position - update: Kevin Krueger, public works superintendent, has participated in the last construction meeting and will be getting up to speed on library building maintenance.

New Business:

- Custodial position update: The town buildings & grounds position has not been able to provide custodial support for the library. The director did receive a proposal from Northwoods Cleaning and Maintenance; despite it being a very reasonable proposal based on similar comparatives, it was out of the range of what is available in the library's (and town's) current budget. The board members present agreed that employing, at least on a temporary basis, an individual with the funds available in the personnel lines in the budget was the best course of action until the town moves into their building and determines if there will be a shared option for custodial for the two buildings.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens:

Next Meeting: Regular meeting May 21, 2019, 4:30 pm at the Demmer Library Tamarack Room. Note: the June meeting will be held at 4:30 PM on June 11, 2019.

There being no further business, Dianna moved to adjourn, seconded by Ann. All ayes, motion carried. The meeting adjourned at 5:27 PM.

Respectfully submitted: Erica Brewster, Director