

Minutes May 21, 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 (left 5:55 PM)

Absent: none

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

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

**Agenda:**

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

**Approval of Minutes:** Motion by Ann, seconded by Kathleen, to approve the minutes of the April 16, 2019 regular meeting as corrected.

**Correspondence:**

**Committee Reports:**

**Three Lakes Public Library Foundation:** Met on 5/13 for their annual meeting. 2019 officers were elected: Bob Werner, president, Dianna Blicharz, vice president, Rosie Obukowicz, recording secretary, Nancy Kimla, treasurer. The resignation of Vicki Reuling accepted with regret; the foundation is seeking a new member to fill her vacancy. The financial reports were reviewed for the year and it was agreed the foundation would continue their current investment and fundraising strategy for the summer months and continue to review at upcoming meetings.

Dianna Blicharz reported on the work done on the recognition wall. All the parts have been received and will be assembled in the near future (prior to the June 29 dedication date). \$2,500 from the BMO account was approved to cover this cost. The foundation agreed to cover the balance, though there was an additional freight charge that wasn't part of the original discussion with the foundation.

Motion by Steve seconded by Catherine to approve additional cost of \$299.91 of freight should the foundation not be able to cover the cost.

**Oneida County Library Board:** Will meet next on July 18, 2019 to review cross border county funding requests and 2020 funding requests from Oneida County libraries.

**Director's Report:**

- **Director's Report:** Erica reviewed her monthly director's report. Discussion
- **Library building construction and transition report:** Tom reported on the status of the construction. There is about 10 days of work to go, but there has been about 10 days of work to go for the last 2 months. Resolved issues: temporary handrails have been replaced with permanent handrails, staining of nail holes in exterior shakes and pegs on timbers, interior door lock problems have been fixed, museum parking lot has been cleaned up. Outstanding issues include: French drain design to include grass or landscaping (needs engineer approval) and use of existing rocks in the landscaping and as a retaining wall for the A/C condensers, IT room insulation, two broken windows will be replaced, exterior key cores replaced to match master key for rest of building, paving and striping for Huron Street and parking area and remediation on the historical society parking lot.

Major remaining issue is the quality of the new sidewalks which were poured under poor conditions. There is ongoing discussion among Greenfire, suppliers, contractors, and the library for fixing this issue.

Erica reported on progress on continued interior improvements. The Local History room will be the last room upstairs to get set up and progress is being made. Book shelves should be installed in the first two weeks of June. A book case arrived this week, and some of the museum archives are now in the room (though not in their final location). Erica is working with members of the genealogy society and museum staff to brainstorm the final layout and equipment in the room, etc. The museum staff are working on setting up the visitor's center ahead of their opening on Saturday, 5/25. They will continue to plan long-term improvements as they determine use of space.

Additional bookcases were installed downstairs for ongoing/long term book sale. Additional book sale setup will be worked on after the book sale on 5/25. The rest of the loose items from upstairs have been moved to the staff office for further sorting.

Staff met for several hours on 5/14 and will meet again on 5/30 to prepare for the summer season. The meeting was very beneficial.

Additional low voltage items: Erica has received a quote from Pieper Power/Systems Technology for a cordless handset for the circulation desk and for mobile access license for the building security software.

Motion by Steve, seconded by Kathleen, to authorize purchase of mobile security application and a cordless handset from the money market maintenance account. All ayes, carried.

#### **Budget Review:**

The first items on the town voucher account reflected changes to the 2019 personnel funds based on the town audit in March. The audit shifted expenditures charged to the 2018 budget to 2019 for payroll for the first couple of days of 2019. This will affect the final 2018 end of year budget numbers. Motion by Steve, seconded by Ann, to approve vouchers 61 - 75 for April - May 2019 for payment from the town account. All ayes, motion carried.

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

Reviewed the 2019 expenditures to date, which includes the additional personnel expenditures from the town audit.

#### **Construction bills:**

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

- \$1,466.92 to Superior Electric, inv. 2465 and inv. 2466 for connecting autodialer and fire alarms.
- \$4,745.00 to Brumar Cabinetry, Inc., inv. 51719, for construction and installation of cabinets in vestibule and Libratory.

All ayes, motion carried.

Motion by Steve, seconded by Dianna to authorize payment up to but no more than \$57,038.46 for Greenfire Management Service pay application #12, Inv. 10850, for construction costs for March and April, contingent on Erica and Tom clarifying % project progress and determining outstanding project amounts. All ayes, motion carried.

Reviewed the construction budget spreadsheet to date. The remaining construction costs due to Greenfire are approximately \$38,000; there are still several potential costs for which Tom is holding funds from the final total. Removing those potential costs, there is approximately \$12,000 not committed in the construction budget.

Tom Asbeck worked with Focus on Energy to review the utility fixtures in the new building and we have applied for reimbursement towards the qualifying energy-saving fixtures.

### **Old Business:**

- Plan for building dedication/ribbon cutting: Save the date notices have been sent out for Saturday, June 29, 1 – 4 PM. Laura Wipperman and Mari Lyn Garbowicz are meeting this week to further plan the details for the event.
- Trustees Essentials Chapter 22: Discussion of chapter 22, Freedom of Expression and Inquiry and its relation to the Demmer Library's policies and the Public Library Standards and how they affect daily operation of the library while assuring access to information by all.
- 2019 Strategic planning: The subcommittee will work to schedule a meeting. The full board will return to topic at the next board meeting.
- Town buildings & grounds maintenance position - update: James Anys has resigned as town buildings & grounds manager. Kevin Krueger, public works superintendent, and Devan Kirby have been in touch about the library building project (mainly concerns about timing on site development). The town board continues to work on personnel management. The library board recommended the director speaks directly with the town chair regarding future building maintenance concerns.

Jerry Javenkoski began as custodian on 4/22 and has been working out very well. He is averaging 9-10 hours/week.

### **New Business:**

- Discuss/approve 2019 Oneida County budget request: Motion by Kathleen, seconded by Dianna to request \$43,642 from Oneida County for support of library services to residents of Oneida County. All ayes, motion carried.
- Discuss/approve 2019 cross boarder payment letters: Motion by Steve, seconded by Ann to approve cross boarder payment requests from Forest and Lincoln counties. All ayes, motion carried.

### **Concerns and comments from trustees:**

### **Future agenda items:**

### **Comments from citizens:**

### **Next Meeting: Regular meeting JUNE 11, 2019, 4:30 pm at the Demmer Library Maple Room.**

There being no further business, Catherine moved to adjourn, seconded by Ann. All ayes, motion carried. The meeting adjourned at 6:22 PM.

Respectfully submitted: Erica Brewster, Director