

Minutes June 11, 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: none

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

Paul Kaiser called the meeting to order at 4:33 p.m.

Agenda:

Motion by Catherine, seconded by Dan, 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 May 21, 2019 regular meeting.

Correspondence: Erica commented on the Trustees Training Week material that was included with the board packet. Trustees are encouraged to participate.

Committee Reports:

Three Lakes Public Library Foundation: Dianna Blicharz reaffirmed that the donor wall will be in place by the June 29 grand opening.

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. There was a discussion about changing statistics and the new tracking of meeting room use. Comments about continued need for internet access at the library for business and personal use due to lack of access outside of main part of town. Discussed removing wi-fi statistics as the method of counting "uses" has changed over the last 3 years.
- **Library building construction and transition report:** Tom reported on the status of the construction. Items that have been addressed: broken windows/screens have been replaced, exterior key cores swapped to match other door keys, IT room insulation replaced, and damage sidewalks have been removed, exterior roof soffits have been repaired, and exterior caulking is being completed. Weather-dependent, sidewalks will be replaced, landscaping and stone placement, and paving/stripping will be done starting 6/12. Goal is to be completed early next week. Outstanding remaining issues: completing landscaping around French drain, including moving and placing of boulders, minor interior repairs (door hardware, chipping floor in Maple Room storage closet, ventilation in IT room, adjusting thermostats to the electric heaters in the vestibules, plumbing to sink in Libratory, white board repair in Libratory), and final repairs to museum parking area.

Erica reported on progress on continued interior improvements and owner's responsibility items. Book shelves are being installed in the Local History room, and shelving for used book sale area has arrived and was assembled. Books are being sorted ahead of 4th of July book sale. The museum visitor's center

has opened to the public and the Historical Society is working on a design for a permanent reception desk.

Staff met on 5/30 to prepare for the summer season. The meeting was very beneficial.

There is still a list of “owners responsibility” items to be addressed: connect electricity to exterior sign on east of building; connect furnace smoke detectors to alarm panel; complete installation of shelving in local history room and remove unused furniture; divest of unneeded shelving and furniture stored in Lion’s Club shed; hang miscellaneous items (bulletin boards, white boards, baby changing tables, clocks, paper towel and soap dispensers, select art); order art rail for building; coordinate planting of rain gardens; acquire and arrange for planting of tree on east side of building.

Budget Review:

Motion by Dan, seconded by Kathleen, to approve vouchers 76 - 90 for May – June 2019 for payment from the town account. All ayes, motion carried.

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

Reviewed the 2019 expenditures to date.

Construction bills:

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

- \$80.00 to Brewster Plumbing, inv. 5619 for Libratory sink.
- \$6,773.00 to Graphic House, Inc., inv. 5558-3, exterior sign, permitting, and installation.
- \$650.00 to Winchester Builders, LLC, for owner’s representative services, May 2019.

All ayes, motion carried.

Reviewed the construction budget spreadsheet to date. To date there is approximately \$11,000 not committed in the construction budget. One outstanding item has been the installation of heat tape in gutters, with an estimated cost of \$10,000, though several electricians have discouraged installing electrical heat tape at all. Another suggestion has been to go with a hydronic method and an estimate has been requested. The main concern for ice damming is not concern for heat loss through the roof but rather solar heating and cooling. Tom and Erica are moving towards tabling the gutter defrosting system permanently if a reasonable quote/proposal is not received. The remaining large expense is the \$38,000 final bill from Greenfire, which has been accounted for and will be paid after all exterior work is completed. Other pending expenses include: Graphic House for additional signs and the cost of a tree.

Old Business:

- Plan for building dedication/ribbon cutting: Save the date notices have been sent out for Saturday, June 29, 1 – 4 PM. Laura Wiperman and Mari Lyn Garbowicz continue to plan the event.

Motion by Dianna, seconded by Catherine, to allocate up to the remaining funds from the BMO account towards the grand opening event, minus any funds offered by Greenfire. All ayes, motion carried.

Paul will be available to assist with financial and other logistical decisions during Erica’s absence.

- 2019 Strategic planning: Discussion of timing and feasibility of participating in a strategic planning process.

Motion by Ann, seconded by Steve, to send back to subcommittee to revisit the proposal. All ayes, motion carried.

- Town buildings & grounds maintenance position - update: At this time there is no buildings and grounds manager. The job has been posted again. Kevin Krueger, hired as public works superintendent, is no longer employed. The situation is still in discussions at the town board level.

New Business:

- Trustees Essentials Chapter 23: Discussion of chapter 23, Dealing with Challenges to Materials and Policies. Next month, will discuss Chapter 24: Library Friends and Library Foundations, led by Dianna Blicharz and Steve Garbowicz.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens:

Next Meeting: Regular meeting July 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 6:27 PM.

Respectfully submitted: Erica Brewster, Director