

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

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Catherine Marshall, Kathleen Olkowski

Absent: Dan McKissack

Other Attendees: Erica Brewster (director)

Paul Kaiser called the meeting to order at 4:34 p.m.

**Agenda:**

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

**Approval of Minutes:** Motion by Kathleen, seconded by Ann, to approve the minutes of the June 11, 2019 regular meeting. All ayes, motion carried.

**Correspondence:**

**Committee Reports:**

Three Lakes Public Library Foundation: The foundation has not met since the last library board meeting.

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. Focused discussion regarding the need for and research towards a meeting room policy update.
- Library building construction and transition report: Items that have been addressed: paving and striping of parking spots on Huron Street, completed landscaping rock and repair of museum parking lot on west side of building, repair chipping floor in Maple Room storage closet, adjust vestibule electric heater thermostat, whiteboard repair in Libratory. Outstanding issues: interior – replace door hardware on bathrooms and quiet room, change key core to Local History pocket door, plumbing to sink in Libratory.

Erica reported on progress on continued interior improvements and owner's responsibility items.

Several items from the construction list have been moved to owner's responsibility as they were not part of the original design, so easier for the library to contract directly rather than through Greenfire.

Items accomplished since 6/11/2019: remove metal shelving from local history room and remove remaining shelves from the school; continue to work on removing excess furniture stored in Lion's Club shed, continue coordinating planting of rain gardens.

"Owners responsibility" items to be addressed: connect electricity to exterior sign on east of building; connect furnace smoke detectors to alarm panel; art rail; hang miscellaneous items (bulletin boards, white boards, baby changing tables, clocks, paper towel and soap dispensers, select art); acquire and arrange for planting of tree on east side of building; add ventilation to IT room; acquire splash blocks for ends of gutter downspouts to prevent erosion.

**Budget Review:**

Motion by Kathleen, seconded by Catherine, to approve vouchers 91 - 100 for June – July 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.

Motion by, Catherine, seconded by Ann, to approve the deposit of fines and copier money collected in the 2<sup>nd</sup> 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 Kathleen, seconded by Catherine to approve the following construction bills:

- \$626.00 to Pieper Power – Systems Technology, inv. 722322, for remote security system access and portable telephone.
- \$650.00 to Winchester Builders, LLC, for owner’s representative services, June 2019.

All ayes, motion carried.

Reviewed the construction budget spreadsheet to date. After removing the cost of proposed ice guard heat tape from the construction budget, there is approximately \$19,000 not committed in the construction budget. 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, the cost of a tree, plumbing for Libratory sink, and other owner’s responsibility items.

#### Old Business:

- Strategic planning: Discussion of timing and feasibility of participating in a strategic planning process. Motion by Paul, seconded by Ann that the board establish an ad hoc committee to develop both a continuing strategic planning process and an initial strategic plan. Final products of the committee would be presented to the board for consideration for adoption. All ayes, motion carried.  
The work of the strategic plan would be regularly presented to the board for discussion and approval. Standing members of ad hoc committee: Paul Kaiser, Ann Asbeck (library trustees), Erica Brewster (library director), rotation of library staff (one per meeting), Heidi Raddatz or other representative (PTO), Nancy Brewster (at large), Rich Mahlerwein (at large). One additional library trustee on a rotating basis will serve the role of “auditor” during planning meetings. Other trustees will be kept aware of meeting times and topics and invited to participate in meetings of interest.
- Town buildings & grounds maintenance position - update: An offer was extended to another candidate; no further update from the town. Need for long-term building maintenance plan continues.

#### New Business:

- 2020 capital and operating budget process: The library will forgo a capital funds request. The board reviewed the first draft of the operational budget as included in the board packet. This has been submitted to the town and will be included in the overall town budget that will go to the first public budget listening session tonight. Utilities and property maintenance remain the biggest unknowns. Erica will share the budget timeline and public listening session schedule.
- Report on grand opening 6/29/2019: A good day with good attendance – 200+ despite the heat. The event was well received and all aspects were enjoyed by the attendees. There was excellent coverage in the Three Lakes News Review.

- Trustees Essentials Chapter 24: Discussion of chapter 24, Library Friends and Library Foundations. Next month discuss Chapter 25: Liability Issues, led by Steve.

**Concerns and comments from trustees:** Paul Kaiser has met with Teri Maney, new school administrator. She is interested in the administrator's role on the library board and plans to attend the August meeting.

**Future agenda items:**

**Comments from citizens:**

**Next Meeting: Regular meeting August 20, 2019, 4:30 pm at the Demmer Library Tamarack Room.**

There being no further business, Ann moved to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 5:56 PM.

Respectfully submitted: Erica Brewster, Director