

Minutes August 20, 2019  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Steve Garbowicz (left at 5:55 PM), Paul Kaiser, Dan McKissack, Kathleen Olkowski

Absent:

Other Attendees: Erica Brewster (director), Tom Asbeck (construction committee), Paul Wussow (Maker Camp), Teri Maney (Three Lakes School superintendent),

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

**Agenda:**

Motion by Steve, seconded by Ann, to approve the agenda in any order with the amendment of the Trustees Essentials to be Chapter 25. All ayes, motion carried.

**Approval of Minutes:** Motion by Kathleen, seconded by Steve, to approve the minutes of the July 16, 2019 regular meeting. All ayes, motion carried.

**Correspondence:** Catherine Marshall has sent a note of resignation to Paul after 12 years of service; Erica has received communication from All About Learning Press video shoot.

**Committee Reports:**

**Three Lakes Public Library Foundation:** The foundation has not met since the last library board meeting. Will meet again in September.

**Oneida County Library Board:** Met on July 18, 2019 to review cross border county funding requests and 2020 funding requests from Oneida County libraries. The approved budget was forwarded to the county administration committee and the OCLB will go before the committee at 3:45 PM on Monday, October 7. Also shared the state legislative update.

**Director's Report:**

- **Director's Report:** Erica reviewed her monthly director's report. Commented on the number of new library card applications received in July and overall trend in statistics. Erica shared a recent development with the ability to add a custom message about the value of items checked out to the bottom of receipts. Will request the system adds to the Demmer Library receipt.
- **Library building construction and transition report:** Items that have been addressed: change key core to Local History pocket door, plumbing to sink in Libratory, reseeding of grass. Outstanding issues: interior – replace door hardware on bathrooms and quiet room. Brian Schubring has prepared the exterior architectural report to forward to Hofmann, noting deficiencies in caulking around windows, pitting in sidewalks, caulking between stone and timbers at entrances.  
  
"Owners responsibility" items completed: connect electricity to exterior sign on east of building, hang many miscellaneous items (bulletin boards, white boards, baby changing tables, clocks, paper towel and soap dispensers, select art). Items yet to be addressed: connect furnace smoke detectors to alarm panel; art rail; hang miscellaneous items; acquire and arrange for planting of tree on east side of building; add ventilation to IT room; complete landscaping.

### **Budget Review:**

Motion by Steve, seconded by Ann, to approve vouchers 101-115 for July – August 2019 for payment from the town account. All ayes, motion carried.

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

Motion by Steve, seconded by Dianna to approve checks from the former friends account. All ayes, motion carried.

Reviewed the 2019 expenditures to date.

### **Construction bills:**

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

- \$1,957.00 to Brandenburg Plumbing, inv. 16818, for connecting the plumbing for the Libratory sink.
- \$557.00 to Graphic House, inv. 5985, for additional signage.
- \$680.50 to Superior Electrical Systems, LLC, inv. 2516, for connecting electrical to exterior sign.
- \$400.00 to Winchester Builders, LLC, for miscellaneous carpentry.

All ayes, motion carried.

Reviewed the construction budget spreadsheet to date. There is approximately \$17,000 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 owner's responsibility items may also come out of the remaining balance.

### **Old Business:**

- Strategic planning: the first meeting of the strategic planning workgroup will be Thursday, August 22, at 2 PM. This will be an organizational meeting. The meeting is posted and board members are welcome to attend and observe. Jamie Matczak from WVLS will be there to observe from the system to gather information for a new WVLS initiative. Dianna will serve as an auditor from the library board.
- Town buildings & grounds maintenance position - update: The town has hired Paul Muetlein as building maintenance for all town buildings. Erica is working with the town and Paul to understand his job duties and to begin passing over building maintenance responsibilities.
- Report on grand opening 6/29/2019: Laura Wipperman and Marilynn Garbowicz shared a slide show and report on the Demmer grand opening. Approximately 200 people attended. This and other photos and documents from the day will be placed in the historical file.
- 2020 capital and operating budget process: Paul and Erica met with town chair Jeff Bruss and clerk Sue Harris on 8/8. The town is requesting that the library designate \$5,000 from our operating budget to be allocated in the town budget for "building maintenance" to support the new property maintenance position hire at the town.

Motion by Kathleen, seconded by Dianna, to allocate funds from board's maintenance account to be applied to building maintenance charges with the Town of Three Lakes.

All ayes, motion carried.

### **New Business:**

- Report, 2019 Maker Camp: Paul Wussow, president of the Three Lakes Model Railroad Club reported on the 4<sup>th</sup> annual Make It! Camp held at the Three Lakes school FAB LAB. The report emphasized the

collaboration among the three partners: the Model Railroad Club provides technical and educational support for the camp; the library does registration and camp logistics; the school provides access to the FAB LAB and computer lab and professional support staff. To date over 40 students have participated, several of them more than one time.

- Three Lakes School superintendent presentation/discussion: The trustees welcomed Teri Maney, new school superintendent. The school superintendent is statutorily part of the municipal library board, but has the authority to appoint a representative from the school to attend in her place. Discussion of representation and collaboration to strengthen partnership between school and library, through the FAB LAB, student research, library cards for students, etc.
- Review/approve revised meeting room policy: The board reviewed the draft of the revised meeting room policy to include the new spaces and meeting capabilities provided by the new building. Motion by Dianna, seconded by Dan, to approve the updated meeting room policy as presented with amendments to address oversights as discussed. All ayes, motion carried.
- Trustees Essentials Chapter 25: Tabled until October meeting.

**Concerns and comments from trustees:**

**Future agenda items:**

**Comments from citizens:** None

**Next Meeting: Regular meeting September 17, 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 6:36 PM.

Respectfully submitted: Erica Brewster, Director