

Minutes September 17, 2019
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Paul Kaiser, Dan McKissack, Kathleen Olkowski

Absent: Steve Garbowicz

Other Attendees: Erica Brewster (director), Tom Asbeck (construction committee)

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

Agenda:

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

Approval of Minutes: Motion by Dan, seconded by Kathleen, to approve the minutes of the August 20, 2019 regular meeting. All ayes, motion carried.

Correspondence: Vicki Reuling was officially awarded a Citation of Merit. Vicki Reuling sent a note of thanks to the board for the nomination. Ann Asbeck will attend as the presenter on behalf of the board.

Marla Sepnafski, WVLS system director, was awarded the “Librarian of the Year” award.

All About Learning Press sent a communication with their proposal and description for use of the library space for filming.

Committee Reports:

Three Lakes Public Library Foundation: The foundation met yesterday (Monday, September 16th). Reviewed treasurer’s report and discussed investment strategy for foundation funds; possible opportunities for landscaping and other building improvements with additional donated funds; completing donor acknowledgements and pledges; future funding opportunities. The foundation is seeking one more member.

Oneida County Library Board: Next event will be when OCLB goes before the county administrative committee at 3:45 PM on Monday, October 7.

Strategic Planning workgroup: Met on Thursday, September 12. Created/reviewed a timeline of the Demmer Library history. Next meeting will be Thursday, October 3, 2 – 3:30 PM.

Director’s Report:

- **Director’s Report:** Erica reviewed her monthly director’s report.
- **Library building construction and transition report:** Received the final as-built plans from Greenfire and closeout documentation. Still waiting on replacing the bathroom door hardware as the remaining major. Some minor interior issues have arisen and will go on a warranty list for Greenfire.

Erica continues to work on the list of owner responsibility items. As the foundation has additional building donation funds and with a recent memorial request, they have committed funds to a larger landscaping project for 2020.

Budget Review:

Motion by Dan, seconded by Ann, to approve vouchers 116-129 for August – September 2019 for payment from the town account. All ayes, motion carried.

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

The final financial report from the grand opening was presented. Motion by Ann, seconded by Dan, to approve the final grand opening expense report and to approve \$289.54 be moved from the BMO bank account to the mBank account to reimburse grand opening expenses. All ayes, motion carried.

Reviewed the 2019 expenditures to date.

Construction bills:

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

- \$650.00 to Winchester Builders, LLC, for owners representative work in August.

All ayes, motion carried.

Reviewed the construction budget spreadsheet to date. There is approximately \$17,000 not committed in the construction budget. As was reported last month, 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. The final Greenfire pay application was received and is being reviewed for accuracy by Tom Asbeck.

Old Business:

- **2020 capital and operating budget process:** Erica forwarded the board's proposal for allocating funds from the board's maintenance account to support the property maintenance role. There is \$1,700 designated for "property maintenance" in the salaries portion of the budget. This would mean up to \$3,300 could be requested from the building maintenance bank account if other funds from the operating budget are not available.

New Business:

- **Board vacancy:** Catherine Marshall's position will be vacant. Paul Kaiser will also not renew his term on the board which ends December 2019. Erica will place an ad in the paper and post fliers and place an ad on Facebook for trustee recruitment.
- **Recognition for Catherine Marshall:** discussion about appropriate recognition for departing board members. Motion by Dan, seconded by Dianna, to purchase gift cards in the amount of \$100 in recognition of their decades of service to the library. All ayes, motion carried.
- **Library and library director participation in "Forward Wisconsin":** Erica reported on the new initiative from the Three Lakes Community Foundation which is working with UW-Extension Oneida County to organize a visit from the UWEX Design Wisconsin Team in September 2020. The UWEX team will be using resident input to help the community of Three Lakes develop a long term design vision to address barriers to community development. Erica has been asked to serve on the Implementation Team which is doing community interviews and research to prep for this visit.

Concerns and comments from trustees: Erica reported on developments from WVLS resource library, Marathon County Public Library. MCPL is currently looking at an opportunity to move its system affiliation to South Central Library System. Erica wrote a letter for public comment which was read at the last MCPL trustees meeting. She shared that letter with trustees. She will continue to keep Demmer trustees informed of developments and WVLS may ask for advocacy to support MCPL staying with WVLS.

Future agenda items: MCPL updates

Comments from citizens: None

Next Meeting: Regular meeting October 15, 2019, 4:30 pm at the Demmer Library Tamarack Room.

There being no further business, Ann moved to adjourn, seconded by Dan. All ayes, motion carried. The meeting adjourned at 6:20 PM.

Respectfully submitted: Erica Brewster, Director