

Minutes October 15, 2019
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Steve Garbowicz, Dan McKissack

Absent: Paul Kaiser, Kathleen Olkowski

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

Dan McKissack called the meeting to order at 4:30 p.m.

Agenda:

Motion by Ann, seconded by Dianna, 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 September 17, 2019 regular meeting. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: The next meeting of the foundation will be on October 28.

Oneida County Library Board: The county budget hearing at 3:45 PM on Monday, October 7. The budget request included an increase for Rhineland District Library to partially fund a part-time outreach assistant position. Erica made public comment on how this position provides service to Demmer Library patrons when they receive long-term care at facilities in Rhineland. The county administration committee voted to approve the county library request as presented and forward to the full county board for approval at their November budget meeting. The Oneida County Library Board meets next on November 14 at 1 PM.

Strategic Planning workgroup: Met on Thursday, October 3. Identified organizational values and began the process for stakeholder interviews. Next meeting will be Thursday, October 17, 2 – 3:30 PM, with another meeting on Thursday, October 31.

Director's Report:

- Director's Report: Erica reviewed her monthly director's report. Erica discussed developments in exploring opportunities for solar energy for the library. Larry Roth, Tom Asbeck, and Dick Deaver are leading a small exploratory committee review feasibility and more information will be presented at future meetings.
- Library building construction and transition report: The construction phase of the project is coming to a close. There is still work being done to remediate the issues with the rain gardens and drainage, and there is the door hardware that still needs to be changed when hardware is available.

Budget Review:

Motion by Steve, seconded by Ann, to approve vouchers 130-143 for September – October 2019 for payment from the town account. All ayes, motion carried.

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

Reviewed the 2019 expenditures to date.

Reviewed the quarterly accounts report.

Motion by, Dianna, seconded by Ann, to approve the deposit of fines and copier money collected in the 3rd quarter of 2019 into the non-lapsing account with the town. All ayes, motion carried.

Construction bills:

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

- \$46,769.43 to Greenfire Management Services as final payment for construction expenses.
- \$2,365.45 to Winchester Builders, LLC, for miscellaneous carpentry work in September.

All ayes, motion carried.

Reviewed the construction budget spreadsheet to date. There is approximately \$13,702 not committed in the construction budget. The final payment is being made to Greenfire, which closes out the largest liabilities remaining in the project.

Old Business:

- 2020 capital and operating budget process: The town accepted the proposal to allocate funds from the board's maintenance account to support the property maintenance role. \$1,700 is designated for "property maintenance" in the salaries portion of the budget, and \$3,300 will be invoiced by the town to be paid from the building maintenance bank account to fund further building maintenance operations.
- Board vacancy: Erica will place an article in the paper, on social media, and posters before next meeting.

New Business:

- Consider/adopt – Notification of general records schedule (records retention): Motion by Steve, seconded by Dianna, to table the adoption of the retention schedule until further inquiries are made. All ayes, motion carried.
- Trustees Essentials Chapter 25 – Liability Issues: Steve reviewed the library board and trustee's possibility for liability relating to their work representing the library and/or making and enforcing library policies or open records/open meetings violations. Next month will discuss Chapter 26 - Public Library System Board.
- Marathon County Public Library system update: The agenda for the October 21, 2019 Marathon County Public Library has an agenda item, "South Central Library Systems Presentation About Their Services Model and Standards - For Discussion and Possible Action." It appears MCPL is interested in pursuing more information and possible action towards joining SCLS. The ripple effect through the WVLS system could be damaging to catastrophic. If this develops further, the Demmer library board will go on record as opposed to any such move or take further action as deemed appropriate.

Concerns and comments from trustees: Ann reported on the WLA awards ceremony where Vicki Reuling received the Citation of Merit. Ann presented the award to Vicki on behalf of the library board. A link of the video of the presentation will be shared in the future.

Future agenda items: MCPL updates

Comments from citizens: None

Next Meeting: Regular meeting November 19, 2019, 4:30 pm at the Demmer Library Tamarack Room.

There being no further business, Dianna moved to adjourn, seconded by Ann. All ayes, motion carried. The meeting adjourned at 6:05 PM.

Respectfully submitted: Erica Brewster, Director