

Minutes November 19, 2019  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

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

Absent: none

Other Attendees: Erica Brewster (director)

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

**Agenda:**

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

**Approval of Minutes:** Motion by Dianna, seconded by Steve, to approve the minutes of the October 15, 2019 regular meeting as corrected. All ayes, motion carried.

**Correspondence:**

Lesson learned: the Demmer Library did not receive a reimbursement check from Forest County for the 2017 cross border payment. Per communication from the Forest County clerk, they had no record of receiving a letter in 2018. The clerk did confirm Forest County has received and approved the cross border request for 2018, received in 2019. Recommendation: follow up with county clerks to assure letters are received.

President Paul Kaiser sent a letter to the Demmer Trust trustees requesting the 2019 distribution from the Demmer Trust. Communication was received from US Bank on 11/7/2019 stating that the distribution would be made on November 21 in the amount of \$14,972.00. A letter updating the Professional Tax Services fees for the Demmer Trust was also received.

**Committee Reports:**

**Three Lakes Public Library Foundation:** The foundation met on October 28. The meeting focused on funding requests: a new Christmas tree, a new computer for the conference room equipment, and designated Spring Fling funds for purchasing additional licenses for Overdrive/Libby through the Advantage Account. On November 11 the foundation returned records to the Demmer Library storage area for long-term retention. The next meeting will be held in or around February 2020.

**Oneida County Library Board:** The Oneida County board passed the county budget for 2020 with the full request for library funding included. The Oneida County Library Board met on November 14 to distribute the 2020 county contracts for libraries. There was discussion of directors' reports and the possibility of MCPL leaving WVLS. A fourth meeting for 2019 is required in the bylaws, so a short meeting is scheduled for December 19 at 1 PM at the Oneida County courthouse.

**Strategic Planning workgroup:** Met on Thursday, October 17 and 31<sup>st</sup>. Notes/minutes on progress to date was included in the board packet. Paul reported that he is happy with the work and progress of the workgroup. Ann reported that she feels the process is effective because each activity and meeting builds on the last step. The next meeting will be this Thursday, November 21; as always library trustees are invited to audit the session.

### **Director's Report:**

- Director's Report: Erica reviewed her monthly director's report. Discussion focused on the work on developing a building maintenance manual and long-term maintenance concerns and management.
- Green space/construction update: The green space work group headed by the plan commission met on November 7. The process was changed at the last minute to be a self-lead brainstorming process rather than using outside facilitators. The process focused on elements desired in main areas: veterans' memorial, story gardens, interactive art, memorial spaces, and outdoor seating/workspaces. Next meeting will be January 2.
- System/Vcat updates: Vcat is discussing standardizing loan rules (the amount of time a library item can be checked out) across the system. Current model being discussed: 21 days for book/audiobook, plus renewal of same time; 7 days magazine, 1-2 disc DVD plus renewal; 14 days DVD sets (3 discs+) plus renewal. Discussion at 11/7 Vcat meeting resulted in recommendation being sent back to Cooperative Circulation committee for further discussion.

MCPL update: During the 10/21/2019 MCPL board meeting, trustees received a presentation from SCLS staff and members, and there was a motion approved to establish a task force to review the idea of a move to South Central Library System. The Marathon County administrator is heading up the task force and representation to of the task force was named at the 11/18/2019 meeting. MCPL director Ralph Illick was invited by the WVLS board president to present any concerns he might have with WVLS service at their board meeting. In a letter, Mr. Illick politely declined the invitation, stating he wasn't aware of any service deficiencies from WVLS at this time. WVLS has been invited to the MCPL December board meeting to present about the services they provide to Marathon County and other WVLS libraries.

### **Budget Review:**

Motion by Steve, seconded by Dan, to approve vouchers 144-158 for October – November 2019 for payment from the town account. All ayes, motion carried.

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

Reviewed the 2019 expenditures to date.

### **Old Business:**

- 2020 capital and operating budget process: The library budget for 2020 was approved in whole as part of the November 4, 2019 town of Three Lakes budget hearing.
- Board vacancy: Received a note of interest from Patty Wallesverd, now full-time retired to Three Lakes. Motion by Steve, seconded by Kathleen, to forward Patty Wallesverd to the town board for consideration for appointment to the Demmer Library Board to complete the term of Catherine Marshall, through December 31, 2020. All ayes, motion carried.
- Consider/adopt – Notification of general records schedule (records retention): Motion by Steve, seconded by Dan, adopt the retention schedule of the State of Wisconsin. All ayes, motion carried.
- Trustees Essentials Chapter 26 – System Boards: Erica briefly reviewed the role and function of the public library system and system boards. Next month will discuss Chapter 27 – Trustee orientation and continuing education.

### **New Business:**

- Board members with expiring terms: Paul Kaiser and Dan McKissack terms will expire at the end of December 2019. Motion by Steve, seconded by Dianna, to request the Three Lakes town board

reappoint Dan McKissack to a second 3-year term on the Demmer Library board of trustees. All ayes, motion carried.

- Library director evaluation: Dan will take the lead.
- Discuss/approve: capital expenditures (capital and non-lapsing account): Reviewed the quotes for replacement copiers. Motion by Kathleen, seconded by Dianna to accept the quotes for color copier option for the public service and staff copiers as well as funds for computer timing and print management software one-time fee. All ayes, motion carried.
- Discuss/approve: solar project: The first estimate for size/performance/cost for a solar array was presented to the library board. Several questions were asked that will be forwarded to the designers for further response.
- Discuss/approve: program mini-grant: Erica and Ann presented a mini-grant proposal for an early literacy program proposed by retired educators. Motion by Kathleen, seconded by Dan to approve the "Coffee & Kids" mini-grant request for \$150 to be funded with used book sale funds. Four ayes. Steve and Ann abstained. Motion carried.

**Concerns and comments from trustees:**

**Future agenda items:** County library board contract; procedure for mini-grants

**Comments from citizens:** None

**Next Meeting: Regular meeting December 17, 2019, 4:30 pm at the Demmer Library Tamarack Room.**

There being no further business, Dan moved to adjourn, seconded by Ann. All ayes, motion carried. The meeting adjourned at 6:44 PM.

Respectfully submitted: Erica Brewster, Director