

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

Trustee Attendance: Ann Asbeck, Dianna Blicharz (left at 6:15 PM), Steve Garbowicz (left at 6:25 PM), Paul Kaiser, Dan McKissack, Kathleen Olkowski, Patty Wallesverd

Absent: none

Other Attendees: Erica Brewster (director)

Paul Kaiser called the meeting to order at 4:31 p.m.

Agenda:

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

Approval of Minutes: Motion by Steve, seconded by Dan, to approve the minutes of the November 19, 2019 regular meeting as presented. All ayes, motion carried.

Correspondence: Received a thank you note from Three Lakes 8th grade for allowing them to sell concessions at the grand opening to support their trip to Washington D.C.

Committee Reports:

Three Lakes Public Library Foundation: The next meeting will be held in or around February 2020.

Oneida County Library Board: The next meeting is scheduled for this Thursday, December 19 at 1 PM at the Oneida County courthouse.

Strategic Planning workgroup: Met on Thursday, November 21. Reviewed notes/minutes from the visioning session. This was the final meeting in the first phase, grounding and orientation. The next phase of meetings will begin on Thursday, January 16 and run through March.

Director's Report:

- **Director's Report:** Erica reviewed her monthly director's report. Erica highlighted her interest in applying for a scholarship to attend the Research Institute for Public Libraries in Itasca, IL, summer 2019.
- **Green space/construction update:** The next meeting will be January 2. Erica and Ed Cottingham attended a pollinator/rain garden workshop at Olson Library on Thursday, December 5. Made contact with Brent Hanson from Hanson's Garden Village and Oneida County Land & Water Conservation.
- **System/Vcat updates:** MCPL update: During the 12/16/2019 MCPL board meeting, trustees received a presentation from WVLS staff and members. There was an update from the task force formed to review the idea of a move to South Central Library System.

Budget Review:

Motion by Kathleen, seconded by Ann, to approve vouchers 159-173 for November – December 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.

Motion by Steve, seconded by Patty, to authorize the director to pay any bills that may come up before December 31, 2010.

Reviewed the 2019 expenditures to date. This is the final budget sheet for 2019, minus an additional salary payment.

Reviewed final 2020 budget worksheet.

Review mini-grants. Motion by Dianna, seconded by Patty, to approve the purchase of materials for a Dungeons & Dragons Club with funds from the used book sale funds. All ayes, motion carried.

Old Business:

- Board vacancy: Patty Wallesverd's appointment was approved at the December 3rd town board meeting. She will complete Catherine Marshall's term, through December 31, 2020. The board welcomed Patty. Steve Garbowicz announced that he has filed papers of non-candidacy and will not be running for another term on the town board. His term on the town board and as town representative to the library board will end in April 2020. He will accept a nomination to fill Paul Kaiser's seat as a representative at large after the end of his town board term.
- Discuss/approve – solar project: The board heard a presentation by Doug Stingle of NorthWind Renewable Energy about the proposed options for a solar project for the Demmer Library. The board is interested and wants to pursue opportunities for funding. Dianna will ask Bob Werner to place it on the foundation agenda.
- Mini-grant procedure: Library staff complete the mini-grant form and submit to the director for review and initial approval. If a volunteer is requesting funds for a library-related program, the mini-grant will be sponsored by a staff member and/or the director. Generally mini-grants are intended for total project amounts under \$300. The director will further discuss and refine any proposals. The final proposal will be forwarded to the library board in their next board packet. A standing agenda item will be added under "budget review" to review any mini-grant proposals. The board will discuss the project and determine which source of funds is most appropriate for the proposed project, or will send the proposal back for further review. Any approved grants will be signed by the board president.
- Trustees Essentials Chapter 27 – Trustee Orientation and Continuing Education: Tabled until next meeting.

New Business:

- Discuss/approve – 2020 Oneida County Library Board contract: Motion by Steve, seconded by Ann, to approve and execute the 2020 Oneida County Library Board contract as presented. All ayes, motion carried.
- Discuss/approve – library preface/amendments to town employee handbook: the town has asked the library employees read and sign and acknowledgment for the town employee handbook. However, there are aspects to the governance of the library that differs from the town's employees. Erica proposes two options: one is a preface to the employee handbook clarifying the governance of the library and library employees per state statute with amendments to portions of the employee policy that differ for library employees (e.g., holidays). The second option would be to complete revisions to a handbook separate from the town handbook. Lanae did base the new town employee handbook largely on the library's previous handbook, so there is a lot the handbook has in common, but there still are areas that need further clarification. Motion by Steve, seconded by Ann, to table discussion and decision to the January meeting. All ayes, motion carried.
- Closed Session:

Ann moved, seconded by Steve, to enter into closed session per section 19.85(1)(c) of Wisconsin state statutes for purposes of considering employment, promotion, compensation or performance evaluation data of library staff. (Topic: employee performance review – review staff evaluations and set 2020 wages.)

- Roll call: Dan: aye, Steve: aye, Patty: aye, Paul: aye, Kathleen: aye, Ann: aye.
- Return to open session: Dan moved, Ann seconded, to return to open session. Roll call: Dan: aye, Steve: aye, Patty: aye, Paul: aye, Kathleen: aye, Ann: aye.
- Report on action in closed session: the library board received a report on employee performance and subsequently acted to approve the 2020 wage rates. Motion by Ann, seconded by Patty, to approve a 3% increase for all staff as indicated in the proposed staff salaries document. All ayes, motion carried.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting January 21, 2020, 4:30 pm at the Demmer Library Tamarack Room.

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

Respectfully submitted: Erica Brewster, Director