

Minutes January 21, 2020  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Dan McKissack, Kathleen Olkowski, Patty Wallesverd

Absent: Steve Garbowicz

Other Attendees: Erica Brewster (director)

Dan McKissack called the meeting to order at 4:33 p.m.

**Agenda:**

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

**Approval of Minutes:** Motion by Ann, seconded by Kathleen, to approve the minutes of the December 17, 2019 regular meeting as amended. All ayes, motion carried.

**Correspondence:**

**Committee Reports:**

Three Lakes Public Library Foundation: The next meeting will be held in or around February 2020. The discussion of the solar project will be on the agenda.

Oneida County Library Board: The next meeting is scheduled for this Thursday, February 20, 2020 at 1 PM at the Oneida County courthouse. The previous meeting covered much of the discussion about Marathon County Library Board and some about Library Legislative Day.

Strategic Planning workgroup: Met on Thursday, January 16. Reviewed notes/minutes from the first prioritization session. This was the first meeting in Phase 2, focused on prioritizing vision/desired futures and clarifying actionable items. Major themes identified: role of volunteers, continuing to clarify and respond to the community priorities, creative partnerships, communication, and marketing. The next meeting will be February 13 at 2 PM.

**Director's Report:**

- Director's Report: Erica reviewed her monthly director's report.
- Green space/construction update: Erica reviewed the updates included in the monthly director's report. Library, Hoffman, and Greenfire are still working to schedule a final walk through with Hoffman. In addition, Paul Muetlein, town maintenance manager, left the position as of 1/17/2020, so there is currently no building/maintenance worker at the town.
- System/Vcat updates: The MCPL taskforce to explore the option of moving from WVLS to the South-Central Library System will meet for the first time on Monday, January 27, 2020 at 11 AM in the Wausau Room at the Marathon County Public Library headquarters.

**Budget Review:**

Motion by Patty, seconded by Dianna, to approve vouchers 1 - 9 for January 2020 for payment from the town account. All ayes, motion carried.

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

Motion by Dianna, seconded by Ann, to approve \$2,545.00 for Winchester Builders for book sale shelving from the book sale proceeds account. All ayes, motion carried.

Motion by Patty, seconded by Dianna, to approve payment of \$250 reimbursable expense to Hoffman from the BMO account. All ayes, motion carried.

Motion by Dan, seconded by Ann, to approve purchasing a 5-year renewal for the Genetec security system software in the amount of \$1,950.00, payable to Pieper Power/Systems Technologies from the property maintenance account. All ayes, motion carried.

Motion by Kathleen, seconded by Patty, to approve capital expense of \$2,400 from capital 2019 and \$5,143.46 from nonlapsing funds for new copiers installed on 1/8/2020. All ayes, motion carried.

Motion by, Kathleen, seconded by Ann, to approve the deposit of fines and copier money collected in the 4<sup>th</sup> quarter of 2019 into the non-lapsing account with the town. All ayes, motion carried.

Reviewed the 2020 expenditures to date. Dianna asked the question as to whether budget for staff membership in WLA should be a separate line item in the budget. Discussion about how the budget is presented and potential changes.

Reviewed the 2019 end of year summary.

Review mini-grants: none received.

#### **Old Business:**

- Mini-grant procedure: Reviewed the proposed mini-grant procedure. The board accepted as presented.
- Trustees Essentials Chapter 27 – Trustee Orientation and Continuing Education: Tabled until next meeting – board members will take time to review the chapter.
- Discuss/approve – library preface/amendments to town employee handbook: the board reviewed the side-by-side comparison of the pertinent parts of the two handbooks. Several edits and changes were discussed to bring the two handbooks more into line with each other. Motion by Patty, seconded by Ann to approve the preface and amendment document with changes as discussed. All ayes, motion carried.

#### **New Business:**

- Election of board officers for 2020: Motion by Patty, seconded by Dan to nominate the following slate officers: Ann Asbeck, President, Dan McKissack, Vice President, Kathleen Olkowski as Treasurer for 2020. All ayes, motion carried.
- Review/approve 2020 holiday closed days: Library holiday closure days 2020:
  - ½ day: Friday, April 10, 2020 – Good Friday
  - Full day: Monday, May 25, 2020 - Memorial Day
  - Full day: Saturday, July 4, 2020 – 4<sup>th</sup> of July (benefitted staff will flex holiday time during week)
  - Full day: Monday, September 7, 2020 – Labor Day
  - Full day: Thursday, November 26, 2020 – Thanksgiving Day
  - Full day: Thursday, December 24, 2020 – Christmas Eve Day
  - Full day: Friday, December 25, 2020 – Christmas Day
  - ½ day: Thursday, December 31, 2020 – New Year’s Eve Day
  - Full day: Friday, January 1, 2021 – New Year’s Day

- 2020 Candidate Forum: There are two seats up for election on both town board and school board. Ed Starke and Brian Slizewski have declared candidacy for town board, and Stacey Klein and Randy Ingram for school board. The board will pursue the dates of either March 18 or 25, with the 25<sup>th</sup> as first choice. Dianna will confirm the date with the theater. 5:30 doors open and 6 PM start. Erica will create a Google folder with all previous years' information.
- Closed Session:  
Ann moved, seconded by Dan, 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 – director evaluation.)
  - Roll call: Dan: aye, Patty: aye, Kathleen: aye, Ann: aye, Dianna: aye.
  - Return to open session: Dan moved, Ann seconded, to return to open session. Roll call: Dan: aye, Patty: aye, Kathleen: aye, Ann: aye, Dianna: aye.
  - Report on action in closed session: the library board received a report on director performance and 2020 goals and subsequently acted to offer support for achieving goals in 2020, e.g., professional development opportunities, equipment purchase, etc., to be presented to board for approval.

**Concerns and comments from trustees:**

**Future agenda items:** The town has received notice that Karban Television (KTVS) will be withdrawing as a provider of cable television service in Three Lakes as of 6/29/2020. This will also end broadcast of Channel 4. This will be placed on the agenda as a future discussion item.

**Comments from citizens:** None

**Next Meeting: Regular meeting February 18, 2020, 4:30 pm at the Demmer Library Tamarack Room.**

There being no further business, Kathleen moved to adjourn, seconded by Patty. All ayes, motion carried. The meeting adjourned at 6:35 PM.

Respectfully submitted: Erica Brewster, Director