

Minutes February 18, 2020
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Steve Garbowicz, Kathleen Olkowski, Patty Wallesverd

Absent: Dan McKissack

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:34 p.m.

Agenda:

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

Approval of Minutes: Motion by Patty, seconded by Steve, to approve the minutes of the January 21, 2020 regular meeting as amended. All ayes, motion carried.

Correspondence: Email from WVLS director Marla Sepnafski: Demmer Library was listed on Library Journal's annual list of "America's Star Libraries 2019" for 2017 statistics.

Committee Reports:

Three Lakes Public Library Foundation: Has not met and a meeting is not yet scheduled.

Oneida County Library Board: The next meeting is scheduled for this Thursday, February 20, 2020 at 1 PM at the Oneida County courthouse.

Strategic Planning workgroup: Met on Thursday, February 13. Reviewed draft action plans on five values: volunteers (welcoming), communication/marketing (communication), creative partnerships (funnovation), library governance (integrity), and facilities/accessibility (service). Staff will meet with facilitator on March 3 to review and discuss input to action plans. The next meeting of the SP workgroup will be scheduled after.

Director's Report:

- Director's Report: Erica reviewed her monthly director's report.
- Green space/construction update: The new town maintenance manager, Josh Paetow, started on 1/27. As stated in director's report, found roof leak below the south wall ice damming. Discussed the roof issues during the final walkthrough with Hoffman on 2/5. Further investigation in attic on 2/11 and ice removal was completed on 2/15. Green space committee met on 2/6 and first drafts of a design are being developed.
- System/Vcat updates: There was not a quorum present at the first scheduled taskforce meeting, so the first official meeting was held on 2/17. Erica shared updates from the informational session on 1/27 and agenda/notes from the 2/17 meeting.

Budget Review:

Motion by Steve, seconded by Dianna, to approve vouchers 10 - 22 for January-February 2020 for payment from the town account. All ayes, motion carried.

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

Motion by Steve, seconded by Patty, to approve \$650.00 for Winchester Builders for construction management to be paid from the property maintenance account. All ayes, motion carried.

Reviewed the 2020 expenditures to date.

Review mini-grants: none received.

Old Business:

- 2020 Candidate Forum: Will reserve the Three Lakes Center for the Arts for March 25. Two seats and two candidates for school board, and three candidates (one write-in) for town board. Board members determined and assigned tasks and roles.
- Trustees Essentials Chapter 27 – Trustee Orientation and Continuing Education: Reviewed the chapter and discussed opportunities for trustee training. Will return to Chapter 1 when the new town representative is appointed.

New Business:

- Review/approve 2019 annual report: Motion by Patty, seconded by Dianna to approve the annual report as presented. All ayes, motion carried.
- Review/approve 2019 annual report statement of effectiveness: Motion by Kathleen, seconded by Steve to approve the annual report statement of effectiveness as presented. All ayes, motion carried.
- Review/approve H. Materials Selection – Collection Development Policy (update): Motion by Patty, seconded by Kathleen to approve the updates to the Materials Selection – Collection Development policy as corrected/amended. All ayes, motion carried.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting March 17, 2020, 4:30 pm at the Demmer Library Tamarack Room.

There being no further business, Steve moved to adjourn, seconded by Kathleen. All ayes, motion carried. The meeting adjourned at 6:00 PM.

Respectfully submitted: Erica Brewster, Director