

Minutes June 16, 2020
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

All attendees via teleconference per COVID-19 Safer At Home public meeting requirements

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

Absent: Steve Garbowicz (excused)

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:33 p.m.

Agenda:

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

Approval of Minutes: Motion by Patty, seconded by Kathleen, to approve the minutes of the May 19, 2020 regular meeting as corrected. All ayes, motion carried. Ann did ask for results from sending promotion for the summer reading program Beanstack to the school. Dianne reported that the school was going to send the flyers out with report cards.

Correspondence:

Committee Reports:

Committee reports were postponed until next regular meeting or following the end of the COVID-19 closure.

Director's Report:

- **Director's Report:** Erica reviewed her monthly director's report, and how it feels like there have been 3 completely different libraries in the last month. In-person services inside the library began today with a rush of 10 people right after 10 AM. The limit of 10 people allowed in the library does not include staff, and was based on a formula spreadsheet included with the DPI's guide for reopening libraries. Based on the Demmer's usable upstairs space, the formula states 14-17 people would be 25% occupancy of the building, and 6-7 would be 10% capacity. Staff chose to go with 10 public, plus up to 4 staff in the upstairs area at one time.

The board thanked Bruce Brewster for the time and effort put into constructing a sneeze guard barrier for the front desk.

Erica also noted the active use of the outdoor space for Wi-Fi especially, but not only, on days with internet outages in the area. Ann asked about the Research Institute for Public Libraries training Erica had been awarded a scholarship to attend in Chicago in July. The in-person training has been cancelled, and participants have been offered the opportunity to transfer to a virtual training in December. Erica did choose to transfer her scholarship to December because there is a chance another in-person session may not be offered for two years and there may not be a DPI scholarship available at that time.

Budget Review:

Motion by Dan, seconded by Dianna, to approve vouchers 48- 52 for May-June 2020 for payment from the town account. All ayes, motion carried.

Motion by Kathleen, seconded by Patty to approve checks from the special account. All ayes, motion carried. Y
Reviewed the 2020 expenditures to date.

No mini-grants to review this month.

Old Business:

- None

New Business:

2021 Budget: Board members received copies of the budget memo from the town via email earlier today. The memo requested department heads follow flat funding for non-personnel operating costs for the operating budget. Other than computer hardware and continuing to monitor utility expenses, Erica expects the library should be able to maintain a flat operating budget.

The first item on the budget calendar will be the capital budget. The multi-year preview for 2021 shows \$800 for public access computers, \$4500 to replace our server, and \$450 to replace the battery backup. When Stella Westfall was town chair, she asked that the library remove all computer/technology related expenses from the operating budget and place it in the capital budget. Since then the library has not been fully funded for capital expense requests or on the timeline requested. The library migrated network/server files to the WVLS system network before the move for the construction project, so a replacement server is not needed. But three staff computers need to be replaced this year or next year, and one public access computer with hard drive failure. Erica proposed either 1) put it in the capital budget, 2) put it in the operating budget, or 3) purchase them this year and use non-lapsing if we overspend. Board recommendation to purchase the computers in 2020 with operating funds.

Per strategic planning, one major initiative for the 2021 budget was to bring April on as full-time programming librarian. Previously Stacey Orr was full-time program librarian and a full-time replacement was hired. However, that individual was let go at the end of probation period. Due to library construction, Erica wasn't able to recruit for a full-time replacement so two LTE positions were hired to cover those duties to the end of the project. April was one of those hires. She chose to work part time and pursue her library assistant certificate through Northeast Wisconsin Technical College and will be completing that this fall. Unfortunately, budgeted funds won't allow us to simply increase April's hours without a major impact to the salary and benefit line. Erica has been reviewing options and with this budget memo will now meet with April and Charlotte and develop options to present to the board. However, Erica asks the library advocate for returning to that full-time position based on workload while working to find a way to finance it.

- Town maintenance position update: The town has selected a candidate, and the offered position was accepted. Unfortunately the hire is not available to start until July 13. Further action on maintenance manual and possibly construction punch list will wait until person is in place and can be part of the planning process. Public Works director scheduled fire system inspection before new hire is in place.
- Library services during COVID-19: began limited in-person services in the library today, 6/16. As an opportunity for future services, Tom Asbeck has acquired a pontoon boat and has offered it to the library for summertime outreach in July or August. Erica and staff will look into requirements and opportunities.

Exterior beautification and landscaping: porch seating: Erica used funds given to the library by the Foundation to purchase seating for the front porch. The cost was half of what was originally given. Erica

asked about the possibility of using remaining funds to purchase large, deep-toned windchimes to add ambient sound to a space filled with street noises and air conditioning compressors. Library board members recommended asking neighbors for their opinion first, especially for nighttime noise.

Planting trees as per construction plan: prior to construction there were three trees around the building: a red maple and birch in front and a basswood on the south side. A replacement for the red maple was included in construction costs. The board agreed Erica can move ahead with planning for acquisition of replacement trees prior to finalizing plans with the green space committee, which has not met since the beginning of the pandemic.

Electricity in green space (temporary/permanent): Erica noted that wifi users appreciate picnic tables, but those taking online classes, etc., need a place to plug in and they've been sitting on the back steps, etc., to do so. The board agreed Erica can pursue estimates for exterior electrical hook ups into the green space, but questioned whether the need would continue to be there following the pandemic.

Rain gardens: one is working beautifully and plantings by Ann Lindeke are taking hold. The one on the northeast side is draining somewhat but is mostly serving as a bird bath. The one on the southwest side is a pond. Have not yet followed up with with Greenfire, but want to report.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting July 21, 2020, 4:30 pm via video/teleconference or in the Demmer Library Tamarack Room.

There being no further business, Kathleen moved to adjourn, seconded by Dan. All ayes, motion carried. The meeting adjourned at 5:32 PM.

Respectfully submitted: Erica Brewster, Director