

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

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm, Steve Garbowicz (online), Dan McKissack (online), Kathleen Olkowski, Patty Wallesverd

Absent:

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:05 p.m.

Agenda:

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

Approval of Minutes: Motion by Kathleen, seconded by Dianna, to approve the minutes of the June 16, 2020 regular meeting as presented. All ayes, motion carried.

Correspondence: None.

Committee Reports:

Three Lakes Public Library Foundation: has not met and does not have a meeting scheduled.

Oneida County Library Board: is being scheduled to meet prior to the next DLBT meeting, late July/early August.

Strategic Planning workgroup: has not met since the previous meeting and does not have a meeting scheduled.

Director's Report:

- Director's Report: Erica reviewed her monthly director's report. She noted that circulation numbers for the month of June fell within 200 of the June 2018 circulations during construction. Erica discussed how she and programming staff are adjusting collecting data for reporting.

Kathleen asked about drive in movie event the board allocated funds to. Ann will ask for information and report back at the next meeting.

Budget Review:

Motion by Patty, seconded by Dan, to approve vouchers 52-68 for June- July 2020 for payment from the town account. All ayes, motion carried.

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

Reviewed the 2020 expenditures to date, including 6-month expenditure review.

No mini-grants to review this month.

Motion by Kathleen, seconded by Dianna, to approve the quarterly deposit of fines and copier money to the non-lapsing account.

Old Business:

- 2021 Budget – discuss/approve draft capital and operating budgets:

Motion by Steve, seconded by Patty, to approve the draft capital budget 6-year plan to be presented to town board. All ayes, motion carried.

Motion by Steve, seconded by Patty, to approve the draft 2021 operational budget as presented to be presented to the town board. All ayes, motion carried.

- Town maintenance position update: The new town maintenance manager, Brad Vick, began work on July 13. Erica has met with him and will begin training at an appropriate
- Library services during COVID-19: Tuesday-Wednesday-Thursday open hours with 30 minutes per person are going well. We have acquired some EPA COVID-approved germicide spray that Jerry disinfects with once per day and staff use a bleach solution for more routine spot-cleaning. Vast majority of users give positive feedback and are compliant with wearing masks and observing the 30-minute limit and/or using the vestibule pickup for items. Outside wi-fi use continues to be strong. There have been only a few concerns or complaints which were addressed by staff, the director, or library board president. Erica continues to watch the trends of infection in the region and state and hopes we can safely continue to provide this level of service. Proposal: if there is a positive test among staff members, the library will close for 14 days and other staff will be asked to quarantine and get tested and not return to work for 14 days. If there is a positive test in a staff member's family or close acquaintances, that staff person will be asked to quarantine, be tested, and if positive, the library will close. These would be subject to change per health department or authority guidance.
- Exterior beautification and landscaping: Erica met with Brent Hanson at Hanson's Garden Village to discuss putting in two trees and other plans. Per his advice, Erica will meet with a small group to create a sketch for feedback and further development.

New Business:

- Lower level humidity: unfortunately the high humidity problems in the lower level last year were not a first-year-after-construction anomaly. Erica had a recommendation of an in-line dehumidifier from the building engineer and has received a quote from Rappley which is included in the packets and was submitted as a capital expense in the 2021 budget. Board asked for at least one additional estimate.
- Building construction punch list: Erica hasn't heard anything concrete back from Greenfire for timeline and addressing the items on the list. She will pursue independent work estimates for the roof venting and/or rain gardens.
- Book pontoon: Erica has pitched the idea of the book pontoon to the town office and is looking for answers to questions about insurance, liability, registration. Jeff reiterated the importance of getting that information before developing plans.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting August 18, 2020, 4:00 pm via video/teleconference or in the lower level Demmer Library meeting room.

There being no further business, Dan moved to adjourn, seconded by Kathleen. All ayes, motion carried. The meeting adjourned at 5:23 PM.

Respectfully submitted: Erica Brewster, Director