

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

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm (arrived at 4:40 PM, left 5:45 PM), Steve Garbowicz, Kathleen Olkowski, Patty Wallesverd

Absent: Dan McKissack

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:03 p.m.

Agenda:

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

Approval of Minutes: Motion by Kathleen, seconded by Patty, to approve the minutes of the July 21, 2020 regular meeting as presented. All ayes, motion carried. Motion by Patty, seconded by Steve, to approve the minutes of the August 11, 2020 special meeting as presented. All ayes, motion carried.

Correspondence: None.

Committee Reports:

Three Lakes Public Library Foundation: has not met but will likely meet in September.

Oneida County Library Board: Met on August 6, 2020. A new town board representative from the town of Lynne was briefly introduced. Library directors gave their reports on services during the pandemic and Kris Adams Wendt gave the report for the beginning of the legislative process of the biennial budget and for WVLS. The board approved the county cross boarder requests and the draft budget to forward to the Oneida County Board for inclusion in the county budget. An additional \$1,600 is included for each library for costs relating to pandemic response.

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 July was 90% of the July 2018 construction year circulations. Kathleen reported on the Books the Other Channel meeting held at Maple Lake with the authors of the July book, "Paddle with a Purpose." Erica discussed how she and programming staff are adjusting collecting data for reporting in hopes of submitting an eSnapshot report by the end of August.

Budget Review:

Motion by Patty, seconded by Dianna, to approve vouchers 69-78 for July – August 2020 for payment from the town account. All ayes, motion carried.

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

Reviewed the 2020 expenditures to date.

No mini-grants to review this month.

Old Business:

- 2021 Budget – discuss/approve revisions to capital budget and personnel budget as needed

Steve noted that the need for remedying the humidity problem in the lower level is a capital item and should go back to the town board to be included in the capital budget.

Motion by Steve, seconded by Kathleen, to request the town leave the dehumidifying project in the capital budget for the coming year. All ayes, motion carried.

Discussion regarding the personnel request in the 2021 budget, regarding both the need and revisiting any additional funding opportunities. The board discussed to forward a bottom-line request and address shifting funds between line items as costs become clear.

Motion by Steve, seconded by Patty, that the operating budget request to the town be the amount previously determined including costs of bringing the adult/YA programming librarian position to full time. All ayes, motion carried.

- Library services during COVID-19: Erica reviewed the draft Phase 2 reopening document. Reviewed current services and library use, changes in local pandemic situation, and local planning for schools, businesses, and organizations for fall. Discussed possible changes to open hours or additional services. Major limiting factor for additional hours is available staff time. Normally the library would be open to the public 46 hours/week; currently open 21. Normally 28 of the 46 hours would be covered by two part-time staff members who have health accommodations and are reassigned, and the remaining staff would cover 18 hours/week at the front desk. This is compounded by the need for two people at the front desk at all times to manage the workflow in the busy summer season. It is hard to know if normal seasonal changes will happen (if seasonal visitors will opt to stay in the area and keep demand for services high), and whether it would be possible to manage the front desk with only one staff person. Erica proposed adding two hours to the open schedule after Labor Day, starting at 9 AM instead of 10 AM on Tuesdays and Thursdays. The next objective would be to add 12 PM – 7 PM (7 hours) on Mondays but will require more schedule arranging to see if that is feasible with staffing.

Motion by Patty, seconded by Steve, to add 9 AM on Tuesdays and Thursdays to temporary service hours starting September 8, 2020. Four ayes, two opposed.

Jeff noted we are facing a community-wide issue that includes but goes beyond the library. Library services can and should be used in context of addressing wider needs. Connecting with other organizations to determine how we can meet needs together should be a priority.

- Exterior beautification and landscaping: tabled until next meeting.

New Business:

- Building maintenance update:

Lift: The lift stopped functioning and trapped Jerry inside one morning. Erica was able to lower it and contacted ArrowLift. They sent a technician and suggested we resume our service plan with them for annual maintenance. Erica discussed with Ann and decided on a once/year annual service plan which also qualifies for 20% off any parts and a discount on additional repairs. The technician replaced deep cycle batteries and realigned the door sensors and leveled the platform and performed annual maintenance. The lift is now functioning normally.

Roof and icing: Jon Rynish from Hoffman came on 8/17 to review the attic construction and identify any problems he could identify. Brad Vick, the new town maintenance manager, was also present. Jon didn't find any major deficits with the construction and only a few problems that must have developed after the February trip to the attic. He is still wondering about adjustments to the attic fans. Jon will review the equipment documentation and see if the settings we have for the fans are correct and or see if there

are additional suggestions for monitoring their function. Will work with Greenfire and Brad to implement any changes.

Lower level humidity: Fraisers sent a technician to review and give an estimate. Technician suggested having the lower level forced air system re-balanced before adding additional equipment.

Discussion of whether the dehumidifiers were the solution or what the next steps should be. Erica will discuss feedback from Fraisers with Brian Schubring and Jon Rynish and determine next steps.

Rain gardens: Jon Rynish suggested the library follow up with Bob Mach of Mach IV and conference with him and Greenfire about any interventions to draining the rain gardens.

- MCPL taskforce update: The MCPL task force reviewing the option of leaving WVLS and moving to South Central Library System met on 8/17 with the agenda item "Possible recommendation to the Marathon County Public Library Board of Trustees." This came as a surprise as the task force missed a couple of meetings and hadn't completed all the activities outlined. Eleven letters were submitted as public comment to the task force, including one from director Erica (handouts). The outcome of the letters was the task force chose to continue with two more meetings in September and October with library staff interviews and a SWOT analysis before considering making a recommendation to the MCPL board.
- Closed session: deemed not necessary as all discussion could take place in open session under the 2021 budget line item.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting September 14, 2020, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Steve moved to adjourn, seconded by Patty. All ayes, motion carried. The meeting adjourned at 6:02 PM.

Respectfully submitted: Erica Brewster, Director