

Minutes September 8, 2020  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm (virtual, left at 5:30 PM), Kathleen Olkowski, Patty Wallesverd

Absent: Steve Garbowicz, Dan McKissack

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:31 p.m.

**Agenda:**

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

**Approval of Minutes:** Motion by Dianna, seconded by Kathleen, to approve the minutes of the August 18, 2020 regular meeting as presented. All ayes, motion carried.

**Correspondence:** None.

**Committee Reports:**

Three Lakes Public Library Foundation: will meet on Monday, September 21 at 4:30 PM at the Machon Agency.

Oneida County Library Board: has not met since the last meeting.

Strategic Planning workgroup: no meetings

**Director's Report:**

- Director's Report: Erica reviewed her director's report. Followed up on questions about collaboration with school and several programs.

**Budget Review:**

Motion by Patty, seconded by Kathleen, to approve vouchers 79-87 for August – September 2020 for payment from the town account. All ayes, motion carried.

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

Motion by Dianna, seconded, by Patty, to approve a check from the former friends book sale account to pay for the 2020-2021 subscription to BookPage. All ayes, motion carried.

Reviewed the 2020 expenditures to date.

Reviewed the mini-grant proposal for updating children's kits. Trustees reviewed the proposal and agreed it was a good project and with recommendation to forward to the TLPLF for consideration at their 9/21/2020 meeting.

**Old Business:**

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

Erica reviewed the change in proposal and adjustments to the 2021 personnel budget.

Due to COVID-19, the library staff proposes delaying reinstating part-time to of a full-time position until July 2021.

The library did not eliminate the position or intention to retain a full-time position when it changed to part time. The library has been strategically moving to regain the full services the library had prior. This

budget reflects a return to full time starting July 1, 2021, with a wage increase in line with the professional services and training of the position and living wage and benefits package. This does not increase the total FTE of the library staff.

With approval of the proposed 2021 budget, the library is not seeking any additional tax funded positions for the foreseeable future. Any additional non-volunteer library staffing would be funded through outside sources, e.g., grants or library foundation.

Motion by Patty, seconded by Kathleen, to forward the revision as proposed on the 09-08-2020 budget request with statement from minutes. All ayes, motion carried.

- Library services during COVID-19: review/approve staffing update

Reviewed and accepted the September plan of service update.

- Exterior beautification and landscaping: No updates at this point. Some discussion regarding the larger green space committee and plan for the space between the library and town building.
- Building maintenance update:

Reviewed the building maintenance report.

Motion by Patty, seconded by Dianna, to approve \$600 from non-lapsing funds to replace the 3G communicator through outright purchase of equipment from PerMar Security Systems per the fire alarm system proposal dated 9/2/2020. All ayes, motion carried.

Motion by Patty, seconded by Kathleen, to approve \$975 from non-lapsing funds to have PerMar Security Systems connect the furnace duct smoke detectors to the fire monitoring panel per the fire alarm system proposal dated 9/2/2020. All ayes, motion carried.

Motion by Dianna, seconded by Patty, to approve up to \$1,100 from the Demmer Trust to have the lower level HVAC system balanced per the proposal from Frasier's dated 8/17/2020. All ayes, motion carried.

Motion by Patty, seconded by Dianna, to approve paying \$3,300 for the building maintenance fee to the Town of Three Lakes from the Demmer Trust building maintenance fund. All ayes, motion carried.

#### **New Business:**

- Review/approve changes to R. Inclement weather and emergencies policy and Ra. Emergency procedures:

Motion by Kathleen, seconded by Patty, to approve the addendum with correction. All ayes, motion carries.

- Review/approve: Oa. Meeting Room Policy pandemic addendum:

Motion by Patty, seconded by Dianna, to approve the addendum with changes. All ayes, motion carries.

- Review/approve fine free for juveniles through the end of 2020:

Motion by Patty, seconded by Dianna, to approve waive fines on overdue juvenile items through the end of 2020. All ayes, motion carries.

#### **Concerns and comments from trustees:**

#### **Future agenda items:**

**Comments from citizens:** None

**Next Meeting: Regular meeting October 20, 2020, 4:30 pm in the lower level of the library and/or via video/teleconference.**

There being no further business, Patty moved to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 6: 28 PM.

Respectfully submitted: Erica Brewster, Director