

Minutes October 20, 2020
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm, Kathleen Olkowski, Dan McKissack (all virtual)

Absent: Steve Garbowicz, Patty Wallesverd

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:30 p.m.

Agenda:

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

Approval of Minutes: Motion by Dianna, seconded by Kathleen, to approve the minutes of the September 8, 2020 regular meeting as amended. Four ayes, one nay. Motion carried.

Correspondence: None.

Committee Reports:

Three Lakes Public Library Foundation: met on Monday, September 21. The foundation first held its annual meeting, and the same slate of officers will continue in their role for 2021. The foundation approved funding for several library requests: conference room equipment to enhance virtual conferencing, funding for updating children's kits and for additional take-and-make projects, funding for equipment at the Three Lakes Center for the Arts to enhance recording and allow for live broadcast and recording of events held in partnership with the library, and pledged funding for a solar project to enhance the new library building.

Oneida County Library Board: The 2021 county budget hearing was held on October 5, 2020. The Oneida County Administrative Committee approved the OCLB 2021 budget request as presented, including an additional \$1,600 per library to help cover costs incurred due to the coronavirus pandemic that are not covered under the CARES act or in the regular operating budget.

Strategic Planning workgroup: no meetings

Director's Report:

- **Director's Report:** Erica reviewed her director's report. She drew attention to the number of circulations for September 2020, which was more than the total number of circulations for August. This is extremely unusual. Normally the circulation numbers form a predictable arc with low in January, rising through July, then dropping off to December. This year, however, circulations and wi-fi use and public computer use did not drop off as is expected at the end of summer. More evidence that 2020 is a very strange year. She did state that she expects October to be lower again based on the number of summer residents announcing departures.
- **Building and Maintenance Report:** Erica reviewed the building and maintenance report. Action on items will be taken in future meetings or following more feedback from contractors.

Budget Review:

Motion by Dan, seconded by Dianna, to approve vouchers 88-99 for September – October 2020 for payment from the town account. All ayes, motion carried.

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

Motion by Dan, seconded by Dianna, to approve the 3rd quarter deposit of fines and copier money to the non-lapsing account.

Reviewed the 2020 expenditures to date.

Reviewed the quarterly accounts balance report.

No mini-grant proposals to review.

Old Business:

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

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

The town board did not approve the library's funding request to increase the programming librarian position to full time with benefits starting July 2021 at the 9/15/2020 budget meeting. This put the discussion back to the drawing board. The new proposal is as follows: the staff person currently in that position made an offer of exactly what level of funding (hours and pay rate) would be needed to make continuing in the position feasible. Using existing personnel budget funds (specifically, summer intern), we were able to increase hours from 24 to 27 hours/week. After discussions with the Historical Society, they approved funding for an additional (4) hours/week to support local history/genealogy reference questions, coordinated local history programming, and related publicity (specifically promotion of library/museum programs, and including additional pages in our library newsletter focusing on museum programs).

The town board approved the concept of the funding at the 9/15/2020 meeting, though exact numbers were not available for publication in the town budget. The town clerk will amend the 2021 budget after it is approved by the electors to reflect additional revenues and expenditures as discussed.

Motion by Dianna, seconded by Dan, to approve the final 2021 budget request as presented to be included in the Town of Three Lakes 2021 budget to be approved by the town electors on November 17. All ayes, motion carried.

- Library services during COVID-19:

Reviewed and discussed staff illness and quarantine guidelines and accepted the document for use.

New Business:

- Review/approve agreement with Historical Society:

Motion by Dan, seconded by Dianna, to accept the \$2,800 annual funding agreement with the Three Lakes Historical Society to support staff time for described museum functions, to be reviewed on an annual basis with the Historical Society. All ayes, motion carried.

- Review/approve changes to I. Circulation Policy:

Erica introduced the system V-cat council discussion regarding standardization of loan time among member libraries. She asked the board members review the revisions to the circulation policy so they could be discussed in detail at an upcoming meeting. The topic will appear on the November agenda with action taken in November or December. A proposed start date for the new loan periods would January 2021.

- Discuss/approve landscape project coordinator and status of green space:

Erica reviewed the draft proposal and job description for a temporary landscape project coordinator to manage the development of the “memorial space” on the south and east side of the building. There is interest from both the library trustees and the foundation to move forward on completing the space. Erica states she cannot grant the project the time and leadership it deserves and maintain the other priorities of the library. She has shared this proposal with the president of the foundation and will request they discuss it at their next meeting. She proposes funding for the position would come from the foundation. She asked trustees to review the proposal and bring feedback to the November meeting.

- Discuss/approve formation of ad hoc grant committee:

Ann introduced the need she and Patty have identified for being able to review and respond to grant opportunities. They have volunteered to serve on an ad hoc committee to review grant opportunities and are currently working on an application for the Libraries Transforming Communities: Focus on Small and Rural Libraries grant for \$3,000 to fund staff time and some supplies for developing the Coffee & Kids program partnership. She invited others to get involved as interested.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting November 17, 2020, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Kathleen moved to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 5:36 PM.

Respectfully submitted: Erica Brewster, Director