

Minutes November 17, 2020
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Jeff Boehm, Steve Garbowicz, Kathleen Olkowski, Dan McKissack, Patty Wallesverd (joined 4:35) (all virtual)

Absent: Dianna Blicharz

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:01 p.m.

Agenda:

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

Approval of Minutes: Motion by Kathleen, seconded by Jeff, to approve the minutes of the October 20, 2020 regular meeting as amended. All ayes, motion carried.

Correspondence: None.

Committee Reports:

Three Lakes Public Library Foundation: has not met since the last meeting.

Oneida County Library Board: The 2021 Oneida County budget was approved on 11/10/2020. The Oneida County Library Board will meet on Thursday, November 19.

Strategic Planning workgroup: no meetings

Director's Report:

- Director's Report: Erica reviewed her director's report.
- Building and Maintenance Report: Erica reviewed the building and maintenance report. She reported that the problem with the lift has been diagnosed and there will need to be a return trip to replace the malfunctioning part. Cost is yet unknown. Brad found a roof leak in the adult fiction area on 11/12. Greenfire investigated on 11/16 and believe they have found the source and are working on a repair.

Budget Review:

Motion by Steve, seconded by Dan, to approve vouchers 100-112 for October – November 2020 for payment from the town account. All ayes, motion carried.

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

Reviewed the 2020 expenditures to date.

Erica reviewed her projected EOY totals.

No mini-grant proposals to review.

Old Business:

- Library services during COVID-19:
Discussed the idea of a joint research project with the county health department. Discussed that there are aspects of the project that would utilize the role of a library and could be a way to use library human resources during a time when the normal job duty distribution is disrupted. Also discussed concerns of

optics of partnering outside of the library's normal circle of partners and using library resources when we have also been recently saying that the library does not have enough to complete our current tasks. Agreed to bring this idea back to future meetings as more information about specific needs are known.

- Review/approve changes to I. Circulation Policy:

Motion by Steve, seconded by Kathleen, to approve the amended circulation policy with changes to loan periods as presented. All ayes, motion carried.

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

The board reviewed the landscaping project coordinator idea. Agreed it was a good idea to request the foundation consider funding a position to coordinate landscaping

Motion by Dan, seconded by Patty to approve landscaping project coordinator project description as outlined and to send to foundation for funding approval. All ayes, motion carried.

New Business:

- Review/approve application for Libraries Transforming Communities grant:

Ann and Patty are completing the application for a Libraries Transforming Communities grant. Ann summarized the purpose and funding requested by the grant for establishing/enhancing a volunteer engagement program. Most of the grant funding would reimburse staff time, with small portions allocated for subscription to an online meeting platform and supplies and marketing. Application is due December 2. Awards announced mid-December; second round opens mid-January/February.

Motion by Steve, seconded by Jeff, to approve the letter of support and Libraries Transforming Communities grant application. All ayes, motion carried.

- Discuss/approve lodging for director's attendance at the Research Institute for Public Libraries:

Motion by Jeff, seconded by Dan to authorize the director to contract with Camp Luther for two nights of lodging as discussed. All ayes, motion carried.

- Board members with expiring terms:

Motion by Jeff, seconded by Kathleen, to request the town board to reappoint Ann Asbeck and Patty Wallesverd to terms on the library board of trustees, through December 31, 2023. All ayes, motion carried.

- Library director evaluation (schedule):

Dan McKissack will take lead in directing the director evaluation.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting December 8, 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 Kathleen. All ayes, motion carried. The meeting adjourned at 5:19 PM.