

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

Trustee Attendance: Ann Asbeck, Dianna Blicharz; Jeff Boehm, Steve Garbowicz, Kathleen Olkowski, Patty Wallesverd (all virtual)

Absent: Dan McKissack

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:33 p.m.

Agenda:

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

Approval of Minutes: Motion by Steve, seconded by Jeff, to approve the minutes of the November 17, 2020 regular meeting as presented. All ayes, motion carried.

Correspondence: The obituary for Doris Goldsworthy is in this week's paper. Walt and Doris Goldsworthy contributed a great many things to the Three Lakes community, through historical preservation, volunteering, community events and involvement, and support of the library and of course the historical museum which has a building named in their honor. The obituary requests donations be made to the Demmer Library and Three Lakes Historical Museum in her memory.

Committee Reports:

Three Lakes Public Library Foundation: has not met since the last meeting. Will meet on Thursday, December 17 at 4:40 PM via BlueJeans or in person in the Maple Room at the Demmer Library.

Oneida County Library Board: The Oneida County Library Board met on Thursday, November 19. Only action was to approve the 2021 OCLB budget as presented and approved by the Oneida County board and to distribute 2021 contracts to Oneida County libraries for signing and return. Other discussion focused on directors' reports and update on the MCPL task force progress and potential fallout for Oneida County.

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. We are still waiting on work to address the lift and the roof leak. Larry Roth is moving ahead with researching a solar and energy storage project and is working on a proposal with Northwind Solar that would take advantage of a 22% Focus on Energy rebate, free solar panels, and another grant. Additional incentives included with the current grant could benefit the town of Three Lakes as a whole in 2022. The foundation has already approved funding for such a project. Discussion followed of the paint chipping. Recommendation to ask town public works manager Josh Paetow, who has training and experience as a painter, or another painter, to give a plan and cost estimate to repair.

Budget Review:

Motion by Steve, seconded by Patty, to approve vouchers 113-118 for November-December 2020 for payment from the town account. All ayes, motion carried.

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

Motion by Steve, seconded by Dianna, to authorize the director to pay any bills that may come in before the Town end-of-year. 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:

Tentative projected services through 2021.

Through April 2021: maintain current number of open and vestibule hours and staffing schedule.

May – September 2021: review schedule for possible changes to open hours/services for summer months and based on changes in status of virus, vaccination, etc. Likely changes will be minimal to service hours; programming will continue to focus on outdoor events and contactless programming. Time limits for patron visits and face masks will likely stay in use through summer into fall 2021.

October-December 2021: review and make changes based on virus, vaccination status, etc. Possible (likely?) return to regular front desk staffing schedule, possibly remove time limits to patron visits and return to normal library seating; likely continue with limited in-person programming, possibly return of indoor Story Hour. Continued use of face masks depends on public health guidance.

- Update - application for Libraries Transforming Communities grant:

Libraries Transforming Communities grant was submitted on 11/23/2020; the soonest we may hear a response is 12/16/2020

- Library director evaluation (schedule):

Dan McKissack will take lead in directing the director evaluation.

New Business:

- Review/approve 2021 Oneida County Library Board contract:

Motion by Steve, seconded by Dianna, to approve and authorize the execution of the contract for 2021 with the Oneida County Library Board. All ayes, motion carried.

Ann, Patty, and Dianna will sign.

- Closed session:

Steve moved, seconded by Patty, to enter into closed session per section 19.85(1)(c) of Wisconsin state statutes for purposes of considering employment, promotion, compensation or performance evaluation data of library staff. (Topic: employee performance review – report on library staff evaluations; approve 2021 wages.)

○ Roll call: Steve: aye, Patty: aye, Dianna, aye, Kathleen: aye, Jeff: aye, Ann: aye

○ Return to open session: Steve moved, Jeff seconded, to return to open session. All ayes, motion carried

- Report on action in closed session: the library board received a report on employee performance and subsequently acted to approve the 2021 wage rates. Motion by Patty, seconded by Kathleen, to approve a 2% increase for all staff and a wage adjustment for the adult/young adult librarian as indicated in the proposed staff wage document, with appreciation for the efforts the staff have made to adapt to the challenges posed by the pandemic in 2020. All ayes, motion carried.

Concerns and comments from trustees:

Future agenda items: MCPL task force report, update on LTC grant

Comments from citizens: None

Next Meeting: Regular meeting January 19, 2021, 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 Jeff. All ayes, motion carried. The meeting adjourned at 5:37 PM.

Respectfully submitted: Erica Brewster, Director