

Minutes April 20, 2021
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Steve Garbowicz, Dan McKissack, Kathleen Olkowski, Patty Wallesverd (arrived 5 PM), (all virtual); Jeff Boehm in person.

Absent:

Other Attendees: Erica Brewster (director)

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

Agenda:

Motion by Steve, seconded by Jeff, to amend the agenda item under Budget Review to read “1st quarter 2021 non-lapsing deposit.” All ayes, motion carried.

Motion by Steve, seconded by Jeff, 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 March 16, 2021 regular meeting as presented. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: will meet on Friday, April 23.

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

Director’s Report:

- Director’s Report: Erica presented her director’s report.
- Building and Maintenance Report: Two quotes for inline dehumidifiers were received and reviewed. Jeff asked if this is the best and final option available, and what would happen if this intervention didn’t help. Kathleen asked about electrical connections, and whether those would be included in the Rappley quote as they were with Frasier’s. Erica said they would follow up on that prior to scheduling any work.

Motion by Steve, seconded by Dianna, to accept the quote from Rappley Plumbing & Heating dated 4/12/21, to install two inline dehumidifiers utilizing funds from the Demmer Trust. All ayes, motion carried.

Budget Review:

Motion by Steve, seconded by Dan, to approve vouchers 27 - 35 for March – April 2021 for payment from the town account. All ayes, motion carried.

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

Motion by Kathleen, seconded by Dan, to approve check #1052 from the Demmer Trust maintenance account. All ayes, motion carried.

Reviewed public budget expenditures to date.

Motion by Steve, seconded by Jeff, to approve the 1st quarter 2021 fines and copies revenue deposit into the non-lapsing account. All ayes, motion carried.

Reviewed the 1st quarter special accounts report.

Minigrant proposal: Storybook Gardens community partnership. Motion by Jeff, seconded by Dan, to forward the Storybook Gardens Minigrant proposal to the Three Lakes Public Library Foundation for consideration. Five ayes, one abstention (Garbowicz). All ayes, motion carried.

Old Business:

- Library services during COVID-19:

Services update: Carolyn and Denise have moved back to the front desk as of April 5. Staff are test-running removing the metering requirement at the front entrance and only giving visitors a 30-minute time to test the flow vs. capacity of the building, and it is going well. Staff also support adding Monday hours from 12 PM – 7 PM, giving two evenings per week. Two regular weekly volunteers are assisting with shelving and the used book sale and we have a candidate for a summer relief position.

Erica presented the plan for steps to full reopening with benchmarks based on infection rates and vaccinations. This plan is based on guidelines from the *DPI's Wisconsin Public Libraries Guide to Reopening*. If approved, the board can revisit this plan at each meeting to gauge progress towards benchmarks.

Discussion followed. Jeff raised concerns with the target full reopening date of October. Other board members stated they supported this approach based on current trends, with the option to review it and make adjustments at each meeting or with special meetings.

Motion by Steve, seconded by Dianna, to adopt the plan as presented, with note that the board chair can have this reviewed on future agendas or with special meetings. Six ayes, one nay. Motion carried.

New Business:

- Review/approve – Policy introduction and background documents:

This document combines a variety of documents included in public library policies that are not truly “policies” (e.g., they don’t change based on trustee direction). These are important background documents that give context to the library policies, so they have been combined as a single document to be included as an introduction or information packet with library policies.

Board members will review and act at the May meeting.

- Trustees Essentials: Chapter 2, Who Runs the Library:

Moved to May meeting.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting May 18, 2021, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Dianna moved to adjourn, seconded by Dan. All ayes, motion carried. The meeting adjourned at 5:06 PM.

Respectfully submitted: Erica Brewster, Director