

Minutes January 19, 2021
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent: Jeff Boehm, Patty Wallesverd

Other Attendees: Erica Brewster (director)

Dan McKissack called the meeting to order at 4:31 p.m.

Agenda:

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

Approval of Minutes: Motion by Ann, seconded by Steve, to approve the minutes of the December 8, 2020 regular meeting as presented. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: Met on Thursday, December 17 at 4:40 PM via BlueJeans and in person in the Maple Room at the Demmer Library. Approved funding for solar project. There will be a grant submitted for up to half of the total cost, but the foundation will cover any costs not received through grant funding. Also approved was funding for a landscaping coordinator and discussed possibility of planning for an endowment for a landscaping funding.

Oneida County Library Board: has not met. The next meeting is scheduled for February 11, 2021. OCLB continues to monitor the MCPL system situation. Oneida County Library board president Pat Pechura wrote a letter expressing concerns from an accountant's point of view. The OCLB will convene a meeting if any board action is warranted.

Director's Report:

- **Director's Report:** Erica reviewed her director's report. She highlighted the additional page of cumulative programming stats for 2020 which showed the total number of programs offered in 2020 was the same as 2019, and attendance/participation in those programs increased slightly in 2020. The type of program offered did shift heavily towards "self-directed" programs rather than those offered and attended at a specific time, and there was also a shift to an increased number and participation in programs for teens and young adults. She and staff were pleasantly surprised to see these results as they had not expected numbers to hold so well through the pandemic.

Erica also noted that she has been working with WVLS to set up the loan rule changes for the period of time books/audiobooks/TV series DVDs, etc., will be checked out for. The new loan rules approved in 2020 will go into effect on Monday, February 15, 2021.

Larry Roth continued to work on the solar project grant and turned it over to Erica in the last week to put the finishing touches on and submit. It will be submitted on or before Friday, January 22.

Dianna asked whether the Coffee & Kids programs could be recorded and uploaded for people who can't attend to be able to watch at another time. Erica and April will work with the volunteers to arrange that.

- Building and Maintenance Report: Erica reviewed the building and maintenance report. Many things got checked off the list this month. Still continuing to monitor the roof leak problem.
- System/V-Cat updates: On 12/20/2020, the MCPL taskforce voted 3-1, with 1 abstention (Shannon Schultz from DPI) to recommend to the MCPL board of trustees to move from WVLS to South Central Library System. After anticipated approval by the MCPL board on 1/25, the next step will be to take it to the Marathon County Extension, Economic, and Education Committee. There is some discussion as to whether a public hearing would also be necessary. Erica shared the information for a petition that is currently circulating in Marathon County.

Budget Review:

Motion by Ann, seconded by Steve, to approve vouchers 1 - 8 for December 2020 – January 2021 for payment from the town account. All ayes, motion carried.

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

Motion by Ann, seconded by Dianna, to approve the 4th quarter 2020 fines and copies revenue deposit into the non-lapsing account. All ayes, motion carried.

Reviewed the 4th quarter special accounts report.

Reviewed the 2020 end-of-year budget report.

Chairs Minigrant proposal. Motion by Steve, seconded by Ann, to approve the purchase of 2 task chairs and 6 guest chairs. All ayes, motion carried.

Old Business:

- Library services during COVID-19:
Library staff continue to manage through the virus, despite another infection on staff. No major changes needed or requested by public. All feedback has been positive.

New Business:

- Election of board officers for 2021:
Motion by Steve, seconded by Dianna to nominate the current slate officers for another year: Ann Asbeck, President, Dan McKissack, Vice President, Kathleen Olkowski as Treasurer for 2021. All ayes, motion carried.
- Review/approve 2021 holiday closed days: Under COVID scheduling, the library will normally be closed on Friday and Saturdays. The vestibule will be closed on Monday holidays. If regular library hours resume, the following holiday closure days will be observed in 2021.
 - ½ day: Friday, March 26, 2021 – Good Friday
 - Full day: Monday, May 31, 2021 - Memorial Day
 - Full day: Sunday, July 4, 2021 — 4th of July (benefitted staff will flex holiday time during week)
 - Full day: Monday, September 6, 2021 – Labor Day
 - Full day: Thursday, November 25, 2021 – Thanksgiving Day
 - Full day: Friday, December 24, 2021 – Christmas Eve Day

~~Full day:~~ Saturday, December 25, 2021 – Christmas Day (benefitted staff will flex holiday time during week)

½ day: Friday, December 31, 2021 – New Year’s Eve Day

~~Full day:~~ Saturday, January 1, 2022 – New Year’s Day (benefitted staff will flex holiday time during week)

Motion by Steve, seconded by Ann, to approve the calendar of closures as presented. All ayes, motion carried.

- 2021 Candidate forum:

Discussion about possibilities for candidate forum in time of COVID. Will be discussed at February meeting.

- Closed session:

Steve moved, seconded by Ann, 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: library director.)

- Roll call: Ann: aye, Steve: aye, Dianna, aye, Kathleen: aye, Dan: aye
- Return to open session: Steve moved, Dianna seconded, to return to open session. Dianna: aye, Kathleen: aye, Ann: aye, Steve: aye, Dan: aye. All ayes, motion carried.
- Report on action in closed session: A representative of the board will contact erica to set up a meeting to report on the evaluation discussion.

Concerns and comments from trustees:

Kathleen commented on the Library Page newsletter: the number of significant number of people that passed away in 2020 that contributed to the library and the larger Three Lakes community.

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting February 16, 2021, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Steve moved to adjourn, seconded by Ann. All ayes, motion carried. The meeting adjourned at 5:52 PM.

Respectfully submitted: Erica Brewster, Director