

Minutes March 16, 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 (all virtual); Jeff Boehm in person.

Absent:

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:32 p.m.

Agenda:

Motion by Patty, seconded by Dan, 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 February 16, 2021 regular meeting as corrected. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: has not met since January 19.

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

Director's Report:

- Director's Report: Addition to the written report: we have reopened the book sale to the public for private shopping, and it is going over very well. We've averaged 1 – 2 shoppers per day and they are VERY excited for the opportunity. We aren't yet accepting donations until we have made more room and have a chance to finish weeding adult fiction to make room for our new annual purchases.

Building and Maintenance Report: Erica has been working closely with Josh Peatow during the building maintenance transition. Josh knows the building systems well and is taking charge of scheduling routine tasks. He has prepared a proposal for the town to absorb the town's building maintenance responsibilities into the town shop by hiring additional town shop personnel and becoming the point person for any routine or emergency maintenance issues. Jeff reported that the town board has not fully acted on this and will still be considering posting for a maintenance position at their meeting tonight. The town is still very concerned about the long-term upkeep of the town facilities and want to make sure those duties will be covered.

- System/V-Cat updates: The MCPL board of trustees heard a report from Shannon Shultz at DPI during their board meeting on 3/15. There was no further discussion on the topic of the move to SCLS, and no action was taken.

Budget Review:

Motion by Steve, seconded by Patty, to approve vouchers 18 - 26 for February – March 2021 for payment from the town account. All ayes, motion carried.

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

Motion by Steve, seconded by Kathleen, to approve check #1121 from the Former Friends account to reimburse the special account. All ayes, motion carried.

Reviewed public budget expenditures to date.

There are no mini-grant proposals this month.

Old Business:

- Library services during COVID-19:

Erica will present two options for spring/summer staffing and open hours at the staff meeting on 3/17. Both options would involve moving Carolyn and Denise back to the front desk and shifting other staff to secondary desk coverage and reduce front desk time commitment. One option would keep the current number of open hours, the second option would add public service hours from 12 – 7 PM on Mondays. Having more open hours is contingent on inviting vaccinated volunteers back to cover shelving and some book processing duties. Erica is also considering recruiting for the limited hours summer relief position which was not used in 2020 due to the pandemic.

Erica will work on developing a plan towards full reopening to bring back to the board in April.

- 2021 Candidate Forum:

Ann has contacted all candidates. Ann has heard back from all except one. Of those, all have declined to participate except for one. Based on this response, the library board will not sponsor a forum this year. Jeff Boehm will suggest that a photo and a bio for each supervisor be placed on the town website. Dianna will approach Jen West about a similar idea for school board members.

New Business:

- Review/approve Demmer strategic plan:

Motion by Steve, seconded by Jeff to approve the strategic plan for 2020 – 2023 as presented. All ayes, motion carried.

- Trustees Essentials: Chapter 1, The Trustee Job Description:

Reviewed Chapter 1: The Trustee Job Description

Concerns and comments from trustees:

Future agenda items: Include 1 page summary for Trustees Essentials in April meeting (consider time limitations for reviewing TTE going forward)

Comments from citizens: None

Next Meeting: Regular meeting April 20, 2021, 4:00 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Jeff moved to adjourn, seconded by Dan. All ayes, motion carried. The meeting adjourned at 5:51 PM.

Respectfully submitted: Erica Brewster, Director