

Minutes January 20, 2015
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Steve Garbowicz; Paul Kaiser; Kathleen Olkowski; Vicki Reuling; Laura Wipperman
Absent: Sarah Ewing, Catherine Marshall. Other Attendees: Erica Brewster

Vicki Reuling called the meeting to order at 4:30 p.m.

Agenda:

Motion by Steve Garbowicz, seconded by Laura Wipperman, to approve the agenda in any order. All ayes. Motion carried.

Approval of Minutes:

Motion by Paul Kaiser, seconded by Kathleen Olkowski, to approve the minutes of the December 16, 2014 meeting. All ayes, motion carried.

Correspondence: none at this time.

Committee Reports:

Friends of the Demmer Library: The first book sale of 2015 will be this Saturday (January 24).

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

Oneida County Library Board: The OCLB has not met since the last meeting. The next scheduled meeting is Thursday, February 12, 2015.

Director's Report:

The Director's Report was included in packets. There was discussion about upcoming Lunch and Learn programming regarding the improved response and attendance to daytime programs. The personal health related topics are also well-received.

The library board discussed the end of year circulation numbers presented in the director's report. The board discussed searching for opportunities to increase library outreach and identifying populations that would benefit from books being brought to them (homebound outreach, bookmobile-type idea, etc.).

Budget Review:

Motion by Steve Garbowicz, seconded by Laura Wipperman, to approve vouchers 01-17 for December 2014 – January 2015 for payment from the Town Account. All ayes. Motion carried.

The special checking account and beginning operational budget for 2015 were reviewed.

The end of year 2014 budget and expenditures were discussed. Noted that some bills from 2014 were forwarded to the 2015 budget, despite the board direction to pay all bills in 2014. The board and director understand that this may mean that the library will go over budget at the end of 2015 based on budgeted expenditures.

Old Business:

- **Building Renovation:**

Vicki presented and the board reviewed the cost estimates received from Hoffman and Becher-Hoppe.

Hoffman's cost proposal didn't change from the plans from SEH; Becher-Hoppe didn't include the library in the

proposal. Discussion followed. These proposals are on the agenda to be discussed at the Town Board meeting following the Library Board meeting. It was recommended that the Library Board seek guidance from the Town Board as to whether, should the Town seek financing for their building project, whether the Library will be included in seeking financing to match the privately raised funds.

The Fundraising Committee is working with the library to place the list of current donors on the newly updated Library website. Total funds raised is just over \$900,000, about 34% of goal.

- Demmer Trust:

The Demmer Trust has distributed \$35,000 to the Foundation for the building campaign.

- Review of Trustee's Handbook, chapters 1 and 2 :

Will be moved to the February meeting.

New Business:

- 2014 Annual Report:

Erica has begun working on it, and the board will need to approve the annual report at the next meeting in February.

- Candidates Forum:

There are no opposed candidates on the Town board.

There are three candidates for two positions on the school board. Discussion as to whether it would be worth the time to host a forum for school board candidates alone. Due to potential conflict of interest, Vicki does not want to be involved organizing a forum for just school board.

Tentative – March 11, at the Community Building. Further discussion at the next board meeting.

- Discuss change of regular meeting date:

Will stay with the third Tuesday for the time being.

- 2015 Wild Wisconsin Winter Web Conference:

Erica shared information on the conference, and Vicki reminded the board of Library Legislative Day in February.

Closed Session:

Motion by Laura Wiperman, seconded by Paul Kaiser to enter into closed session per Wis. 19.85(1)(c).

Roll call vote: Olkowski – aye, Garbowicz – aye, Kaiser – aye, Wiperman – aye, Reuling – aye

Report on action taken in closed session: Laura Wiperman will meet individually with Erica to discuss the performance review.

Return to open session:

Comments from citizens:

Next Meeting: February 17, 2015, 4:30 p.m.

There being no further business, the meeting was adjourned at 6:10 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes February 17, 2015
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Sarah Ewing, Steve Garbowicz; Paul Kaiser; Catherine Marshall; Kathleen Olkowski; Vicki Reuling; Laura Wipperman.

Absent: none.

Other Attendees: Erica Brewster

Vicki Reuling called the meeting to order at 4:30 p.m.

Agenda:

Motion by Laura Wipperman, seconded by Catherine Marshall, to approve the agenda in any order. All ayes. Motion carried.

Approval of Minutes:

Motion by Steve Garbowicz, seconded by Paul Kaiser, to approve the minutes of the December 16, 2014 meeting. All ayes, motion carried.

Correspondence:

Received a letter from Trig's explaining a change from the receipt reimbursement program to a Scrip program, beginning May 1, 2015. This will involve pre-purchasing gift cards to sell to our interested patrons. Erica will place an agenda item on the March agenda to discuss and take action.

Committee Reports:

Friends of the Demmer Library: The first book sale of 2015 netted \$285 in proceeds. The next sale will be Saturday February 28. Lots of YA/Juvenile paperbacks and books.

Three Lakes Public Library Foundation: Foundation has not met since the last Library Board meeting. The next foundation meeting will be Monday, March 16 at 5 PM at the library.

Oneida County Library Board: Brewster reported on the OCLB meeting held on Thursday, February 12. New member Alan van Raalte (Nokomis) was welcomed. There was a legislative update regarding state funding for library systems (held constant for next biennium) and special library services (BadgerLink and Newline for the Blind, received operational cost increase). The current Plan of Service expired in 2014, so the three directors and possibly three non-staff representatives (one each from Minocqua, Rhinelander, and Three Lakes) will meet to begin review on March 24.

Director's Report:

The Director's Report was included in packets.

Discussion about the change in programming schedules and surveys of programs. As reported, the change in time seems to be working to bring in more attendees.

Follow up to last month's discussion of library usage statistics – Erica met with the other Oneida County directors and all three are interested in door counters. Virginia from Rhinelander has a head start on research and the three libraries will look for group testing/purchasing opportunities.

Budget Review:

Motion by Steve Garbowicz, seconded by Laura Wipperman, to approve vouchers 18-35 for January-February 2015 for payment from the Town Account. All ayes. Motion carried.

The special checking account and beginning operational budget for 2015 were reviewed. Kathleen Olkowski requested clarification on a line on the special account report.

Erica presented the spreadsheet from Sue that shows \$514 transferred out of the non-lapsing account to cover the 2014 budget shortfall. The 2014 fourth quarter deposit to the non-lapsing account will be made for next month's meeting.

Old Business:

- **2014 Annual Report:**

Erica presented the final report. Discussion followed.

- **Building Renovation:**

At the last Town Board meeting, the Town Board considered the responses from four or five architectural firms (the library has only seen/heard from three of them). They did not make a decision on which firm to meet with. The Town Board seemed to like what they were seeing from Becher-Hoppe and MSA. Vicki and Erica met with Melody and Rick from Becher-Hoppe, and appreciated what they were hearing about coordinating/mediating between the two projects.

There still seems to be lack of clarity about coordinating projects between the Town and the Library. The Library Board is not sure if the issue of public funding is a stumbling block to further discussion. Discussion followed, with repeated consensus that it makes sense to share space and share facilities. Division of costs should be considered as a separate issue.

The Historical Society is also considered as a part of the Library renovation, even if they don't come up by name.

Public Comment:

Rick Schroeder from Becher-Hoppe attended the meeting reinforced the interest of the Library into working with the Town to develop a method for shared resources. Janet Dixon asked the question about ADA requirements. Rick Schroeder briefly answered these questions regarding what would be required and what could be optional.

Janet Dixon further asked the question as to if the shared meeting spaces could be developed aboveground, what would/could be done with the lower level meeting spaces.

Next steps:

Vicki reported on plans to do an e-mail blast to the contributors to the foundation about contacting the Town supervisors with their opinions about the Town/Library project.

Erica will create response cards for people commenting at the front desk.

The Town Board will meet at 6:30 PM tonight, and it is on the agenda to select a firm for developing a proposal for the Town building project. Attendance is encouraged.

Library Trustees are encouraged to make contact with one or two Town Board Supervisors to reinforce support for coordinating library and town building projects.

- **Candidates' Forum:**

Wednesday, March 11, 6:30 – 8 PM.

Laura will be coordinating. She called the candidates for the April election. Pat Volk and Stella Westfall are on vacation. Bill Martineau is also running uncontested. All three will submit statements that will be read at the beginning.

School board: Tom Rulseh (incumbent), Mike Kwaterski (incumbent), and Jeff Liebscher are running for two spots. All three have tentatively agreed to participate (one remains unconfirmed).

The library will put out a press release and will gather questions. Steve will moderate the School Board discussion.

Vicki will bring refreshments.

- Review of Trustee's Handbook, chapters 1 and 2:

The Library Trustees reviewed chapters 1 and 2 of the handbook. Catherine will facilitate chapters 3 and 4.

New Business:

- Planning for policy review:

Erica will begin working on a review of the personnel policy, as a goal identified in the performance evaluation. In addition, she is taking a class (February – May) for her director certification on collection development, and will plan to have an updated collection development policy for approval at the end of her coursework.

- Approve 2014 Annual report:

Motion by Laura Wiperman, seconded by Catherine Marshall to approve the final version of the 2014 Annual Report for the Demmer Library. All ayes, motion carried.

- Develop and approve WVLS effectiveness statement:

A draft statement was presented to the board. After discussion, the statement was agreed to, with the addition of a paragraph regarding the Sierra ILS system. Motion by Catherine Marshall with addition of Sierra language, seconded by Sarah Ewing. All ayes, motion carried.

Comments from citizens:

Next Meeting: March 17, 2015, 4:30 p.m.

There being no further business, the meeting was adjourned at 6:11 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes March 17, 2015
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Sarah Ewing, Steve Garbowicz; Paul Kaiser; Catherine Marshall; Vicki Reuling; Laura Wipperman.

Absent: Kathleen Olkowski

Other Attendees: Erica Brewster

Vicki Reuling called the meeting to order at 4:30 p.m.

Agenda:

Motion by Paul Kaiser, seconded by Catherine Marshall, to approve the agenda in any order. All ayes. Motion carried.

Approval of Minutes:

Motion by Sarah Ewing seconded by Laura Wipperman to approve the minutes of the February 17, 2015 meeting. All ayes, motion carried.

Correspondence:

Laura has submitted her plan for retirement from the school district. She will remain a representative on the Library Board until a new appointment has been made by the school district administration.

Committee Reports:

Friends of the Demmer Library: The next sale will be Saturday, March 28. Sarah Ewing noted that the director of the library has been spending the money as fast as they can bring it in.

Three Lakes Public Library Foundation: Foundation met on Monday, March 16 to plan 2015 Spring Fling. The date will be Thursday, May 28, 2015. The later date seems to work for getting attendance from summer residents. Vicki invited input from the Library Board for ideas/items for the silent auction or raffle, or any other creative ideas.

Vicki reported on the e-mail sent to those that have contributed to the building campaign and other supporters of the campaign/foundation. The e-mail was designed to update supporters on information developments with the Town building proposals. The intention is to redirect some of the positive feedback from patrons.

Oneida County Library Board: A subcommittee of the Oneida County Library Board will meet on March 24 to begin developing revisions to the Plan of Service which expired in 2014.

Director's Report:

The Director's Report was included in packets. No questions were asked.

Budget Review:

Motion by Laura Wipperman, seconded by Sarah Ewing, to approve vouchers 36 - 48 for February-March 2015 for payment from the Town Account and Special Account. All ayes. Motion carried.

The operational budget and 2014 fourth quarter deposit to the non-lapsing account were reviewed.

Old Business:

- **Building Renovation:**

The Town Board has scheduled a special meeting for 5:30 PM tonight to select an architectural firm for construction of a Town building. There hasn't been any additional conversation with the Town since the last

board meeting. Vicki shared the 2015 Progress from the Vilas County News Review article regarding the building project.

The Three Lakes Elementary School did a Read-A-Thon to raise money for the building project. The students raised more than \$800 in their first read-a-thon event.

Representatives from Becher-Hoppe were in attendance. In public input, they reaffirmed their willingness to work with both building projects and hopefully coordinate shared spaces between the buildings.

- Candidates' Forum:

The Candidates' Forum was held on Wednesday, March 11. About 20 people were in attendance, and those that attended were appreciative of the forum and the quality of presentation. Discussion about increasing attendance and interest in candidates' forums in the future followed.

- Review of Trustee's Handbook, chapters 3 and 4:

Review of Chapters 3 and 4 were tabled until the April meeting due to the Town Board Special Meeting at 5:30 PM.

New Business:

- Trig's Scrip Program:

Trig's will be ending its receipt redemption program and replacing it with a Scrip program. Erica reported on the library staff's response to the program and the concern about marketing another private business and the amount of staff/volunteer time that would be required to manage the program vs. the potential benefit. The decision was to opt out (or simply not register) for the Scrip program.

- Building Maintenance:

Erica reported on the status of the roof leak that occurred in the upstairs furnace room after the spring thaw last week. Jerry Javenkoski has recommended that the furnace vent pipes be moved from venting through the roof to venting to the outer wall to help eliminate the ice dam in the corner of the roof overhang. Vicki said to follow-up with Janet about having tried that approach in the past. Erica will continue to update the board as needed.

- Policy Review Update:

Erica is working on assembling all past policies. She presented a question about Channel 4 Public Access Channel policy. The last revision to this policy is still in draft form and does not include any specific guidance (prohibition or allowance) for announcements of special religious services.

Steve spoke in support of not advertising religious events and programs, while Catherine saw no problem with regular religious church service announcements. Vicki briefly revisited the history of negotiating the local access channel when setting up the original contract with the cable company. There was some question of who establishes the policy for what content is allowed or prohibited. The library board will consider specific adjustments to the policy regarding religious postings on the community access channel within the context of the larger revision and approval of an updated policy.

Comments from citizens:

Next Meeting: April 21, 2015, 4:30 p.m.

There being no further business, the meeting was adjourned at 5:30 p.m.

Minutes April 21, 2015
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Sarah Ewing, Steve Garbowicz; Paul Kaiser; Catherine Marshall; Kathleen Olkowski; Vicki Reuling; Laura Wipperman.

Absent: None

Other Attendees: Erica Brewster

Vicki Reuling called the meeting to order at 4:30 p.m.

Agenda:

Motion by Paul Kaiser, seconded by Catherine Marshall, to approve the agenda in any order. All ayes. Motion carried.

Approval of Minutes: Motion by Sarah Ewing seconded by Laura Wipperman to approve the minutes of the March 17, 2015 meeting. All ayes, motion carried.

Correspondence: Vicki shared that Rhinelander GM has sent a donation of \$100 to the Foundation's building campaign, following a conversation with Kathleen Olkowski.

Committee Reports:

Friends of the Demmer Library: The next sale will be Saturday, April 25. Sarah noted that the sales continue to be financially successful, even during the quieter winter months.

Three Lakes Public Library Foundation: Foundation met on Monday, April 20 and continued planning 2015 Spring Fling. The date will be Thursday, May 28, 2015. Vicki will provide information for Sarah to send to the Friends. Tickets are now available to purchase at the library.

Vicki noted a second e-mail was sent to supporters of the campaign/foundation informing them of the Annual Town Meeting following this meeting and of the vote of the electors regarding the town building.

Oneida County Library Board: Erica reported that a subcommittee of the Oneida County Library Board met on March 24 at the Minocqua Public Library and began developing revisions to the Plan of Service which expired in 2014, and will meet again on Monday, April 27 at the Demmer to continue discussions.

Director's Report:

The Director's Report was included in packets. No questions were asked.

Budget Review:

Motion by Laura, seconded by Catherine, to approve vouchers 49-62 for March-April 2015 for payment from the Town Account and Special Account. All ayes. Motion carried. Erica noted a change to the Special Account financial report: reporting dates include the entire bank statement period (monthly) plus to-date checks. This means there may be some overlap between reports. She will continue to look to find a way to create a consistent report.

The operational budget was also reviewed. Laura noted that personnel costs appear to be somewhat less than would be expected for the first quarter. Erica will track this for next month.

Old Business:

- **Building Renovation:**

The Town Board Annual Meeting will be held at 5:30 PM tonight, immediately following this meeting. On the agenda, "Question – Construction of Town of Three Lakes Town Hall Complex-Sec. 60.10(2)(f)." Board members questioned the "complex" terminology: does that include the Historical Society and Library? Discussion followed. Trustees are encouraged to attend this meeting and continue to stay involved in the process.

- Review of Trustee's Handbook, chapters 3 and 4:

Tabled until May

- Policy Review Update:

Erica briefly updated the Trustees regarding her research into the public access channel policy. She also updated them on progress in the Collection, Code of Conduct, and Facility/Meeting Room Use policy revisions, specifically adding a statement prohibiting use of e-cigarettes and allowing some meetings to continue after closing hours.

New Business:

- 2016 V-cat budget

Erica informed the board about a proposed 7.7% increase to the V-cat library membership fee shares – \$333 for the Demmer in 2016, and an overall budget increase of 13.75% by moving \$10,000 from the Long Term Replacement Fund balance (currently approximately \$340,000) to a "Special Projects" line in the V-cat budget.

The intention of this special projects line is to pursue the development of a "discovery layer" for the online catalog, which has been long promised, but not yet acted on. Erica briefly described the purpose and possible expense involved with a discovery layer. At the V-Cat meeting, several libraries were vocal about requiring a project timeline and outcomes before voting to approve budget increase. Member libraries agreed that they would need to seek approval of their boards before voting in favor of a 7.7% V-cat membership fee increase.

The board agreed that a \$300 increase could be considered reasonable if specific outcomes were attached.

- WVLS Special Program:

Erica has been invited to co-facilitate a session for (youth) librarians in the WVLS and Nicolet system on rural poverty and the local library. There would be two sessions, one in Wausau and one in Shawano, on October 13 and 14. The library systems would cover all travel expenses, they are requesting permission for her time to conduct these seminars. The board was supportive of her involvement.

- Cooperative library program with TL Elementary:

Erica would like to pursue an opportunity to volunteer staff time at the Three Lakes Elementary School library. Proposal would be to have four staff members (Erica, Janet, Nancy, and Stacey) volunteer one hour per week on a rotating basis during the school year. Staff would shelve books or provide other library-related support as a means of learning more about the school library's collection, resources, and needs. Long-term goal would be to develop a relationship between libraries and identify opportunities for collaboration or enhancing programming at each library. The board was supportive of this proposal, especially as it furthers a goal of increasing connections with the school library.

Comments from citizens:

Next Meeting: May 19, 2015, 4:30 p.m.

There being no further business, the meeting was adjourned at 5:25 p.m.

Minutes: May 27, 2015
Edward U. Demmer Memorial Library
Library Board of Trustees Special Meeting: Design contract with Becher-Hoppe

Trustee Attendance: Sarah Ewing, Steve Garbowicz, Catherine Marshall, Kathleen Olkowski, Vicki Reuling,

Absent: Paul Kaiser, Laura Wipperman

Other attendees: Erica Brewster

Vicki Reuling called the meeting to order at 4:30 PM

Motion to approve agenda by Steve Garbowicz, seconded by Kathleen Olkowski. All ayes.

Vicki Reuling updated the board of the discussion at the Town Board meeting on May 19, 2015. The architect representative was present at the meeting, and they were able to respond to the questions raised at the Library Board meeting. The result of this process would be a preliminary concept drawing. Process would also include looking the space needed and a comparative cost analysis of sharing the space vs. potential code impact of increased square footage on sprinklers/firewalls, etc.

Process described would be to hold a workshop with the Library/Historical Society representatives, then a separate workshop with the Town. A third workshop would involve representatives from all three stakeholders. Steve noted that if more than two of the board members were to participate in either workshop, that the workshop should be posted as a potential quorum of the library board of trustees, but no action to be taken.

Erica reported that the Three Lakes Historical Society met to discuss their portion of the contract.

Motion by Sarah Ewing seconded by Catherine Marshall, that the Library Board to approve the proposed Becher-Hoppe contract as presented with the fee portion to be approved as presented, with the portion of the cost charged to the Library to be paid from the non-lapsing account held by the Town.

All Ayes. None opposed, motion passes.

Comments from citizens: None

Next meeting: June 16, 2015

There being no further business, the meeting was adjourned at 5:15 PM.

Respectfully submitted,

Erica Brewster, Director

Minutes May 19, 2015
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Sarah Ewing, Steve Garbowicz; Paul Kaiser; Catherine Marshall; Kathleen Olkowski; Vicki Reuling; Laura Wipperman.

Absent: None

Other Attendees: Erica Brewster

Vicki Reuling called the meeting to order at 4:30 p.m.

Agenda:

Motion by Laura Wipperman, seconded by Sarah Ewing, to approve the agenda in any order. All ayes. Motion carried.

Approval of Minutes: Motion by Paul Kaiser seconded by Catherine Marshall to approve the minutes of the April 21, 2015 meeting. All ayes, motion carried.

Correspondence: Erica briefly updated the board about “claiming” the library’s Yelp listing, and the fact that there are three positive (and no negative) reviews on the already existing Yelp listing.

Committee Reports:

Friends of the Demmer Library: The next sale will be this Saturday, May 23.

Three Lakes Public Library Foundation: Foundation met on Monday, May 18 and continued planning 2015 Spring Fling. The last day to purchase tickets is Friday, May 22. Board members are invited to help set up the morning of the 28th.

Oneida County Library Board: Erica reported that a subcommittee of the Oneida County Library Board met on April 27 here at the Demmer Library. There was further discussion regarding the OCLB funding formula. The discussion was less productive than the prior meeting. The subcommittee will meet again next Tuesday at Rhineland.

Discussion followed. Motion by Steve that the Library Board of Trustees that any Plan of Service developed by the Oneida County library Board committee not result in any negative changes in the current funding levels any library in Oneida County receives. Seconded by Laura. All ayes, motion carries.

Director’s Report:

The Director’s Report was included in packets. Steve commented that while the furnaces are concerns, that is the reason we are pursuing a building project. Kathleen Olkowski asked for further information on Zentangle; Laura described the program.

Budget Review:

Motion by Catherine, seconded by Sarah, to approve vouchers 62-78 for April-May 2015 for payment from the Town Account and Special Account. All ayes. Motion carried.

The operational budget and the quarterly non-lapsing deposit was reviewed.

Old Business:

- **Building Renovation:**

Vicki thanked the board members for attending the annual meeting following the previous library board meeting. She reported on the following regular board meeting where the advisory motions from the town annual meeting were officially approved: that the library and historical society should be included in the

planning process; that the town should meet with the library and the historical society; and that the library and historical society should pay their fair share of the planning costs.

The Town board meeting following this library board meeting includes an agenda item regarding the contract for planning with Becher-Hoppe. Vicki requested further information from Sue. The information isn't clear as to how this impacts the library, or why the library was not included in the development of this contract. Discussion followed.

The Library Board does not feel comfortable supporting this document or contract as they weren't made aware of it prior to this meeting and there are too many questions about line items and costs quoted.

- Policy Review Update:

Six draft policy updates were included in the board packet. Erica is applying a lettering system based on the DPI's recommended policies for small libraries to help keep track of what we should have. Discussion of individual policies as follows:

C. Code of Conduct: motion by Steve and seconded by Laura to approve pending changes discussed. All ayes, motion passed.

H. Materials Selection – Collection Development: motion by Catherine, seconded by Paul to approve pending changes discussed. All ayes, motion passed. Side note – the mission statement needs to be found/revisited on a future agenda.

I. Circulation Policy (discussion only), N. Internet Use Policy, O. Meeting Room Policy, Q. Public Bulletin Board and Channel 4 – tabled until June

- 2016 V-cat Budget

As discussed during the April 21 meeting, there has been a 7.7% increase proposed to the V-cat budget, meaning an increase of \$333 for the Demmer's share. The intention is to create a "Special Projects" budget for creating a discovery layer for the online catalog.

Basic information on a discovery layer was included in the packets and discussion followed. Erica expressed concern that a traditional discovery layer other than BiblioCommons may be too focused on academic audiences and not appropriate for the type of users served by WVLS. She has sent feedback to WVLS stating interest in information about simply improving the WVLS online catalog search function. The board expressed her support for pursuing this question, stating that an expenditure of an extra \$333/year for an improved catalog search would be a worthwhile investment.

- Review of Trustee's Handbook, chapters 3 and 4:

Tabled until June

New Business:

- None

Comments from citizens:

Next Meeting: June 16, 2015, 4:30 p.m.

There being no further business, the meeting was adjourned at 6:35 p.m.

Minutes June 16, 2015
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Sarah Ewing, Steve Garbowicz; Paul Kaiser; Catherine Marshall; Kathleen Olkowski.

Absent: Vicki Reuling, Laura Wipperman

Other Attendees: Erica Brewster

Catherine Marshall called the meeting to order at 4:30 p.m.

Agenda:

Motion by Steve Garbowicz, seconded by Paul Kaiser, to approve the agenda in any order. All ayes. Motion carried.

Approval of Minutes: Motion by Sarah Ewing seconded by Paul Kaiser to approve the minutes of the May 19, 2015 and May 27, 2015 special meeting. All ayes, motion carried.

Correspondence:

Committee Reports:

Friends of the Demmer Library: The next sale will be the July 4 sale – the big sale. Promote it, and more help is always welcome.

Three Lakes Public Library Foundation: Spring Fling was held on May 28. Unofficially it was the most successful (financially) Spring Fling, netting just over \$3,000. The next Foundation meeting will be Monday, June 22.

Oneida County Library Board: Erica reported that the Oneida County Library Board subcommittee met for the final time in Minocqua on Friday, June 12. The committee finished revising the text portion of the Plan of Service. The committee will submit the revised draft of the Plan of Service with attached formula options to the full Oneida County Library Board at their next meeting on Thursday, July 16.

Director's Report:

The Director's Report was included in packets. There was extended discussion regarding collecting and storing of patron identifying information, especially driver's license numbers. Question: if the library's information is compromised, does the library (through the town) have insurance coverage? Look into adding a door padlock to upstairs back door by stairs.

Budget Review:

Motion by Paul Kaiser, seconded by Kathleen Olkowski, to approve vouchers 79 - 94 for May-June 2015 for payment from the Town Account and Special Account. All ayes. Motion carried.

The operational budget and the quarterly non-lapsing deposit was reviewed.

Old Business:

- **Building Renovation:**

Erica sent an e-mail to Becher Hoppe inquiring about scheduling of the planning workshops. Melody Hamlin responded to say her original intention was to schedule something the week of June 22, but is now on jury summons for that week. She will be in touch about dates.

Discussion for the draft contract for the design phase.

- **Policy Review Update:**

Discussion of individual policies as follows:

I. Circulation Policy (discussion only),

N. Internet Use Policy,

O. Meeting Room Policy,

Q. Public Bulletin Board and Channel 4

Suggestions were made for further revisions to I. Circulation Policy and O. Meeting Room Policy. These policies will be further reviewed at a later date.

Motion by Steve, seconded by Sarah, to approve N. Internet Use Policy, and Q. Public Bulletin Board/Channel 4 policy as presented.

- Review of Trustee's Handbook, chapters 4 and 5:

Chapters 4 and 5 were reviewed and discussed. Kathleen has tentatively agreed to lead Chapters 6 and 7 at the July meeting.

New Business:

- 2014 WVLS System Annual Report Compilation

Erica has a copy of the annual report compilation of the annual report statistics for all the libraries in the WVLS system. It is available for review upon request.

Comments from citizens: Kathleen has received communication from the WPS Foundation (Integris) has approved a donation to the Library Foundation for the building campaign. More information will hopefully be forthcoming in the near future.

Next Meeting: July 21, 2015, 4:30 p.m.

There being no further business, the meeting was adjourned at 6:13 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes July 21, 2015
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Sarah Ewing, Steve Garbowicz; Paul Kaiser; Catherine Marshall, Kathleen Olkowski

Absent: Vicki Reuling, Laura Wipperman

Other Attendees: Erica Brewster

Catherine Marshall called the meeting to order at 4:30 p.m.

Agenda:

Motion by Steve Garbowicz, seconded by Paul Kaiser, to approve the agenda in any order. All ayes. Motion carried.

Approval of Minutes: Motion by Steve Garbowicz seconded by Sarah Ewing to approve the minutes of the June 16, 2015. All ayes, motion carried.

Correspondence:

Committee Reports:

Friends of the Demmer Library: Friends had 4th of July book sale; netted \$943. Less than average for the event, but considering number of sales at \$0.50 or 4/\$1, a large amount of inventory moved. Quote from customer at book sale: "This library means more to me than this pile of books I'm buying." Friends are currently going through the inventory of current books to have books copyright 2005 and newer. The next sale is this Saturday, July 25.

Three Lakes Public Library Foundation: Foundation met on June 22 for their annual meeting; the current slate of officers was reelected to another year of service. There was some summary discussion debriefing the 2015 Spring Fling.

Oneida County Library Board: The OCLB met on Thursday, July 16. The 2015-2018 Plan of Service was approved. There was continued discussion of the means by which county funding will be shared among the three libraries. The board will meet again on August 20 to continue the process.

Director's Report:

There was some discussion on the director's report regarding the busy-ness of the summer season, maintaining the collection, circulation numbers, and programs.

Budget Review:

Motion by Paul Kaiser, seconded by Sarah Ewing, to approve vouchers 95 - 111 for June/July 2015 for payment from the Town Account and Special Account. All ayes. Motion carried.

Old Business:

- **Building Renovation:**

Catherine reported on the Friday, July 17 workshop with Melody Hamlin. It was characterized as being a very productive and interesting meeting. The meeting began with a review of the needs and wants from the original 2009 DLBC report, which included crossing off several items that have been accomplished. Melody also referred to the DPI standards. The next step was to review exactly the areas of work done in each space, beginning with the Historical Society and moving through each program aspect of the library functions. Several new ideas were raised. Discussion about proximity locations of different areas throughout the facility.

Melody then summarized the workshop she held with the Town the previous week and discussed the shared space. Melody also quoted an initial estimate building cost of \$1 - \$1.5 million.

The next workshop meeting between the Town, Historical Society, and Library will be tomorrow, July 22, at 9 AM; a meeting for the Library Board and Foundation on Monday, August 10, at 5 PM, and a meeting to present a draft design will be on August 11 at 3 PM. A final design will be presented at a special Town Board meeting at 5:30 PM on Tuesday, September 1.

- Policy Review Update:

Discussion of individual policies as follows:

I. Circulation Policy;

O. Meeting Room Policy.

Motion by Sarah, seconded by Kathleen, to approve the two policies with the suggested amendments. All ayes, motion carries.

- Review of Trustee's Handbook, chapters 6 and 7:

Chapters 6 and 7 were reviewed and discussed. Board suggested the director reviews the current Library Director job description to assess the currency of the items and discuss updates as necessary. Suggestion was made to add library staff input into performance evaluation of director.

Erica and Vicki will tag-team Chapters 8 and 9 of the Trustees' Manual.

New Business:

- 2016 Draft Operational Budget

Erica presented the first draft of the 2016 Operational Budget. She expects no major changes to the budget from 2015. A 3% salary increase has been included in the budget.

Comments from citizens:

Several anecdotes of visiting individuals and families were shared, demonstrating the value of the library as an asset to our summer visitors.

Next Meeting: August 18, 2015, 4:30 p.m.

There being no further business, the meeting was adjourned at 6:20 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes August 18, 2015
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Sarah Ewing, Paul Kaiser, Catherine Marshall, Kathleen Olkowski, Vicki Reuling, Laura Wipperman

Absent: Steve Garbowicz

Other Attendees: Erica Brewster

Vicki Reuling called the meeting to order at 4:33 p.m.

Agenda:

Motion by Laura Wipperman, seconded by Catherine Marshall, to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes: Motion by Paul Kaiser seconded by Sarah Ewing to approve the minutes of the July 21, 2015. All ayes, motion carried.

Correspondence:

Committee Reports:

Friends of the Demmer Library: The Friends of the Library had their annual meeting on Monday, August 3. There were 16 or 17 attendees. Officers elected for 2015-2016 are as follows: President, Peggy Bennett; Vice President, Dee Mueller; Treasurer, Pat Hine; Secretary: Kathleen Ariens. They are still recruiting for new members, especially those willing to help run the book sales. The next sale is this Saturday, August 22. Paul will be managing set up; Pat and Dee will run the sale. The end of July sale netted approximately \$175.

Three Lakes Public Library Foundation: Foundation met on August 10 to go over the draft building design plans. Kathleen Olkowski also attended from the Board of Trustees. The Foundation board was happy to be brought up to date on the building plans. No other business was conducted at the meeting.

Oneida County Library Board: The OCLB will meet this Thursday (August 20).

Director's Report:

Erica added two additional pieces to the director's report:

Children's librarian Charlotte Horant's in-laws lost their home and business to fire early Monday morning. Erica has arranged to allow Charlotte to work from home and flex her hours for the next several weeks. Library staff and any other friends are invited to contribute to the purchase of grocery gift cards for the family.

Erica reported on the problem that has been discovered with telephone notices going out to people with books on hold at the library. The computer teleform appear to report that calls were "completed" and "machine answered" with a timestamp, but the receiving telephones show no record of a missed call and no messages. WVLS has opened a ticket with Innovative (maker of Sierra) to investigate this flood of false positives. WVLS and Innovative have asked if Demmer staff would be willing to work with them in testing the system as needed.

Vicki also thanked Catherine for her work filling in for her during her months away. Catherine worked well with Erica in addressing any issues that arose and completing several initiatives in Vicki's absence.

Budget Review:

Motion by Laura Wiperman, seconded by Catherine Marshall, to approve vouchers 112 - 123 for July/August 2015 for payment from the Town Account and Special Account. All ayes, motion carried.

Motion by Catherine Marshall, seconded by Paul Kaiser to approve the 2nd Quarterly deposit of fine and copy money to the Town non-lasping account. All ayes, motion carried.

Old Business:

- **Building Renovation:**

August 10 and 11 and current planning

Vicki congratulated the board on the efforts to move forward during her absence. Library representatives met with the architect prior to the Monday, August 10 meeting. A lot of brainstorming took place during that meeting. The determination was that there was too much square footage being put into the plan. The cost (with contingencies and furnishings) was climbing back to where it had been under the old design. Erica and Janet took the draft design and began a draft layout of shelving, seating, etc., and developed a proposal to reduce planned square footage. Discussion of the proposal followed.

Vicki reported on the discussion with the Foundation regarding funding.

Motion by Kathleen Olkowski, seconded by Laura Wiperman, to request that the Town propose to the electorate at the public meeting that the library will contribute \$1 million to the total project. All ayes, motion carries.

- **Review of Trustee's Handbook, chapters 8 and 9:**

Chapters 8 and 9 were tabled until the September meeting.

- **2016 Draft Operational Budget**

Erica will have her meeting with the Town Chair at 3 PM on Monday, August 24. Laura Wiperman will represent the Board of Trustees at that meeting.

New Business:

- **Demmer Trust Update**

Erica has contacted Jim Levandowski and Ken Klein to discuss with U.S. Bank regarding the 2015 required dispersal and requesting another \$35,000 towards the building fund.

Comments from citizens:

Several anecdotes of visiting individuals and families were shared, demonstrating the value of the library as an asset to our summer visitors.

Next Meeting: September 15, 2015, 4:30 p.m.

There being no further business, the meeting was adjourned at 5:30 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes September 15, 2015
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Sarah Ewing, Steve Garbowicz Paul Kaiser, Catherine Marshall, Kathleen Olkowski, Vicki Reuling

Absent: Laura Wipperman

Other Attendees: Erica Brewster

Vicki Reuling called the meeting to order at 4:32 p.m.

Agenda:

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

Approval of Minutes: Motion by Paul Kaiser seconded by Sarah Ewing to approve the minutes of the August 18, 2015 meeting. All ayes, motion carried.

Correspondence: The library has received several nice donations with letters in the last month.

Committee Reports:

Friends of the Demmer Library: Vicki noted that she has spoken with Peggy and invited her to attend and/or deliver any report from the Friends. Sarah reported that the Friends book sale will be next weekend.

Three Lakes Public Library Foundation: Foundation met on September 14 to clarify the amount of money that the Foundation will be willing/able to give to the building campaign.

Oneida County Library Board: The OCLB met on Thursday, August 20. They approved a draft 2016 budget request to be taken to the Oneida County Administration Committee in October. The request includes an approximate 3% increase to library funds. Additional funds would be directed to the Minocqua library.

Director's Report:

The increase of circulation in August was noted. The board requested more details about the librarians' field trip.

Budget Review:

Motion by Steve Garbowicz, seconded by Sarah Ewing, to approve vouchers 124 - 135 for August/September 2015 for payment from the Town Account and Special Account. All ayes, motion carried.

The board reviewed the 2015 budget expenditures to date.

Old Business:

- **Building Renovation:**

Vicki thanked the board for their attendance at the September 1 board meeting where the architect from Becher-Hoppe presented the conceptual design.

The board reviewed the latest cost estimate received from Becher-Hoppe this morning. The Town Board will meet this evening to discuss financing options for the project.

Vicki reported on the Foundation's response to funding the library project. The Foundation has approximately \$808,000 in cash, and approximately \$106,000 pledged but not received, which included \$50,000 from the library's non-lapsing account and \$27,000 from First National Bank, pledged over 10 years, and \$15,000 from

Eagle River Rotary, which will be given once ground has been broken. Total available is approximately \$915,000. There is still approximately \$30,000 additional in non-lapsing, and the Library can still make a request of the Demmer Trust beyond the minimum dispersal required by IRS tax code.

Discussion followed.

The Library Trustees discussed the contract with Becher-Hoppe to create a 3D model rendering of the conceptual design.

Steve Garbowicz moved, Catherine Marshall seconded to approve contributing to the cost of producing 3D rendering with the Town. All ayes, motion carried.

- 2016 Draft Operational Budget

Erica and Laura met with Town Chair Stella Westfall and Town Clerk Sue Harris to review the 2016 operational budget for the library. A couple of clarifying questions were asked, and Sue is still waiting for health insurance numbers, which may not be available until November. They agreed to pass along the draft budget request to the Town Board, pending final benefits numbers, for approval in November.

- Demmer Trust Update

Catherine Marshall moved, Kathleen Olkowski seconded, that Erica write a letter requesting \$35,000/the same amount as 2014 be dispersed from the Demmer Trust.

New Business:

- Resignation and future appointments

Sarah Ewing has submitted her resignation from the Demmer Board of Trustees. She has also stepped down as President of the Friends of the Library. She will continue to volunteer with the Friends and the library in covering books. The board expressed their appreciation for her years of service.

The board discussed recruiting for new Trustees – notices in the newsletter or in the paper. Dianna Blicharz has expressed interest in rejoining the board. Kathleen Ariens was also suggested as a possible representative of the Friends. Vicki will approach Dianna Blicharz and invite her to attend the next meeting.

Comments from citizens:

Next Meeting: October 20, 2015, 4:30 p.m.

There being no further business, the meeting was adjourned at 5:53 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes October 27, 2015
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Steve Garbowicz, Catherine Marshall, Vicki Reuling, Laura Wipperman

Absent: Paul Kaiser, Kathleen Olkowski, Erica Brewster

Other Attendees: Nancy Brewster

Vicki Reuling called the meeting to order at 4:30 p.m.

Agenda:

Motion by Catherine Marshall, seconded by Laura Wipperman, to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes: Motion by Laura Wipperman, seconded by Steve Garbowicz, to approve the minutes of the September 15, 2015 meeting. All ayes, motion carried.

Correspondence: Steve presented a letter sent to the Town Board by Mark Obukowicz.

Committee Reports:

Friends of the Demmer Library: Laura reported on behalf of Peggy Bennett that the Friends book sale on September 26 made \$233.00 and on October 24 made \$198.00. Both sales were well attended and sales were a little higher than average. There will not be a sale in December as the last Saturday of the month is the day after Christmas and all of the Friends will be with family. The next sale will be held January 23, 2016.

Three Lakes Public Library Foundation: Vicki reported that the Foundation submitted a grant request to the Reiter Foundation. Mari Lynn Garbowicz has received donated quilts on behalf of the Foundation and she and Stacey are planning a quilt auction and cooking contest to be held on December 10 at 6:00 p.m. Proceeds from the quilt auction will go towards the building fund.

Oneida County Library Board: Vicki reported on the Oneida County Budget Review meeting and the proposed funds to libraries. She reported that Minocqua has decreased their library support. After hearing that Minocqua was decreasing their support to the Minocqua Library budget, the board did not feel that they should be allowed to make up that decrease by getting more money from the county.

Director's Report:

Vicki reported that Sturgeon Bay wants Erica to present her poverty program to them. Board agreed to allow this (as long as no recruiting goes on—Steve). Increased circulation was noted.

Budget Review:

Motion by Steve Garbowicz, seconded by Catherine Marshall, to approve vouchers 136 – 154 for September/October 2015 for payment from the Town Account and Special Account. All ayes, motion carried.

The board reviewed the 2015 budget expenditures to date.

Board reviewed and approved transfer of 3rd quarter fines and copy money to Town non-lapsing account.

Old Business:

- Building Renovation: the board discussed the October 20, 2015 Town Board Special Meeting where Becher-Hoppe presented the town complex plan. All board members contributed comments and offered ideas on how to proceed with the renovation plans.
- 2016 Draft Operational Budget: this was discussed in closed session.
- Demmer Trust Update: Vicki reported that a letter requesting \$35,000 from the Demmer Trust has been sent.

New Business:

- Appointment of new trustee: The board welcomed Dianna Blicharz who was approved by the Town Board to replace Sarah Ewing as a trustee. Plans were discussed for recognizing Sarah's time on the board at either the Friends Christmas lunch or Spring Fling. Members felt it should be done sooner rather than later.
- Trustees Essentials: Discussion of Trustees Essentials, chapters 8 and 9 was tabled.
- Closed Session
- Motion by Steve Garbowicz, seconded by Laura Wipperman, 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: discuss salaries and public records for library employees.) All ayes, motion carried. Motion by Laura Wipperman, seconded by Dianna Blicharz to go into open session. All ayes, motion carried. There was no other business conducted in open session.

Comments from citizens:

There were no citizen comments.

Next Meeting: November 17, 2015, 4:30 p.m.

There being no further business, the meeting was adjourned at 5:55 p.m.

Respectfully submitted: Nancy Brewster, Assistant Director

Minutes November 17, 2015
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Catherine Marshall, Kathleen Olkowski, Vicki Reuling, Laura Wipperman

Absent:

Other Attendees: Erica Brewster

Vicki Reuling called the meeting to order at 4:30 p.m.

Agenda:

Motion by Laura Wipperman, seconded by Catherine Marshall, to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes: Motion by Steve Garbowicz, seconded by Laura Wipperman, to approve the minutes of the October 27, 2015 meeting. All ayes, motion carried.

Correspondence:

Committee Reports:

Friends of the Demmer Library: Peggy Bennett reported for the Friends of the Library. She invited the Library Board to their Christmas party Luncheon December 7 at 12 noon. The next sale will be held Saturday, November 28, 2015. This book sale will be held in conjunction with Jingle Mingle, a downtown shopping event, so the sale will continue until 2 PM, as long as the library is open.

Three Lakes Public Library Foundation: Vicki reported that the Foundation met on Monday, November 16. The Foundation will send a holiday postcard to announce a \$10,000 matching grant for new donations and pledges raised in December and January. The Foundation will create a new thermometer, and working to establish an online donation page on the Foundation webpage.

Oneida County Library Board: Dianne reported that Oneida County Library Board will meet Thursday, November 19, to set the library funding allocations for 2016.

Director's Report:

The director's report was reviewed. No questions. A comment was made about the relative stability of circulation numbers compared to last year.

Budget Review:

Motion by Laura Wipperman, seconded by Catherine Marshall, to approve vouchers 155 - 170 for October/November 2015 for payment from the Town Account and Special Account. All ayes, motion carried.

The board reviewed the 2015 budget expenditures to date.

Old Business:

- **Building Renovation:** Erica reported briefly on the meeting she had with Stella and Sue. The packet of information from Melody was reviewed and discussion followed. The invoice from Becher Hoppe for design services was reviewed. Steve made a motion to authorize the town clerk to remove the sum necessary to pay the Library's portion of the Becher-Hoppe design bill. Laura Wipperman seconded. All ayes, motion passed.
- **2016 Draft Operational Budget:** The Town Annual Budget meeting will follow this meeting.

- Demmer Trust Update: No news has been heard from U.S. Bank. Erica will follow up before the next meeting.
- Trustees Essentials, Chapters 8 and 9: Tabled until the next meeting.

New Business:

- Change in Library Board meeting date: The board will continue meeting on the third Tuesday at 4:30 PM.
- Director Evaluation: Erica's self evaluation was distributed, and each Library Board members will complete the evaluation for review at the December 15 meeting.

Comments from citizens:

There were no citizen comments.

Next Meeting: December 15, 2015, 4:30 p.m.

There being no further business, the meeting was adjourned at 5:24 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes December 15, 2015
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Catherine Marshall, Kathleen Olkowski, Vicki Reuling, Laura Wipperman

Absent:

Other Attendees: Erica Brewster

Vicki Reuling called the meeting to order at 4:32 p.m.

Agenda:

Motion by Catherine Marshall, seconded by Dianna Blicharz, to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes: Motion by Steve Garbowicz, seconded by Paul Kaiser, to approve the minutes of the November 17, 2015 meeting. All ayes, motion carried.

Correspondence: Lois Grajkowski, secretary for the Library Foundation, previous president of the Friends, passed away over the weekend.

Demmer Trust has sent notification to the Trustees that there is no required dispersal from the Trust for the 2015 tax year. They have also denied the requested optional payment towards the building campaign. The board will put this item on the January 2016 agenda.

Committee Reports:

Friends of the Demmer Library: Christmas luncheon was held on December 7, at the library. Very well received.

Three Lakes Public Library Foundation: Vicki reported on the quilt auction, held on December 10. Nearly 70 people attended both events that evening; over \$1800 was raised. Kathleen suggested that we consider an event during the summer when more people are around. \$10,000 was received from the Reiter Trust towards the building campaign.

Oneida County Library Board: The Oneida County Library Board approved the 2016 allocations to the three county libraries. Three Lakes received their full requested allocation.

Director's Report:

The director's report was reviewed, plus the summary of staff evaluations. Catherine asked for clarification on definition of "young adult" programming (12-18 year olds), and Dianna noted the interest in starting a baby story time.

Budget Review:

Motion by Laura Wipperman, seconded by Kathleen Olkowski, to approve vouchers 171 - 189 for November/December 2015 for payment from the Town Account and Special Account. All ayes, motion carried.

Motion by Steve seconded by Kathleen to authorize payment of bills between today and the end of the year. All ayes, motion carries.

The board reviewed the 2015 budget expenditures to date. Currently there are funds remaining in the computer expenses line, plus some in utilities, etc. Several large projects are being considered, including purchase of microfilm scanner or other archival equipment for Local History room. Funds in a single year aren't adequate, but potentially by combining two years' funds and some outside sources, the projects could be completed in 2016.

Motion by Steve, seconded by Laura to designate excess funds from 2015 budget to be earmarked for purchase of computers and related capital in 2016.

Old Business:

- **Building Renovation:** At the December 1, 2015 special meeting, the Town Board unanimously approved moving forward with a single building complex plan. The Library Board reviewed a document for a phased approach to the library construction received from Becher-Hoppe earlier in the day on December 15, 2015. The Board is not comfortable with the additional costs that would be incurred or potential delays in the project, or the connections in HVAC/electrical systems would be “cobbled together” as a result of multiple stage planning.
- **2016 Operational Budget:** The Town Budget meeting was held on November 17; the library budget was approved as requested. Health insurance quotes have not come back any better than the current plan.
- **Trustees Essentials, Chapters 8 and 9:** Tabled until future meeting.

New Business:

- **Closed Session:** Laura made a motion, seconded by Steve 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 evaluations, approve changes to job description and set 2016 salaries.)
 - **Roll call:** Laura – aye, Catherine – aye, Kathleen – aye, Paul – aye, Dianna – aye, Steve – aye, Vicki – aye. All ayes, motion carries.
 - **Return to open session:** Laura moved, Kathleen seconded to return to open session. Paul Kaiser moved, Laura seconded to approve action taken in closed session. All ayes, motion carries.

Comments from citizens:

There were no citizen comments.

Next Meeting: January 19, 2016, 4:30 p.m.

There being no further business, the meeting was adjourned at 5:47 p.m.

Respectfully submitted: Erica Brewster, Director