

## Minutes January 5, 2016

Edward U. Demmer Memorial Library

Library Board of Trustees Meeting – Joint Meeting with Town of Three Lakes Supervisors

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

Town Board Supervisors attendance: Steve Garbowicz, Dr. Bill Martineau, Ed Starke, Pat Volk, Stella Westfall.

Absent: Laura Wiperman

Other Attendees: Erica Brewster (Library), Sue Harris (Town)

Vicki Reuling called the Library Board meeting to order at 5:30 p.m.

### **Agenda:**

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

### **Discuss Joint Town Complex:**

**Building Material Alternatives:** Ed Starke (T) has requested of the board to get a price comparison/design plans for steel or block. Vicki Reuling (L) requested clarification for the term of “design concept,” and how the process would be for getting those comparisons. Stella Westfall (T) raised a concern regarding additional costs of approaching a different firm; suggested going back to Becher-Hoppe. Discussion of connection to the existing library structure, etc., followed.

**Alternative Concepts:** The Town Board had received a concept proposal from private citizen Gary Williams for a campus-style approach to the design. Discussion followed between Library Board and Town Supervisors that that would lose the opportunities for shared resources (bathrooms) and whether that would be cost prohibitive, property ownership challenges, etc.

Dr. Bill Martineau (T) raised the question to the Library Board whether the Library Board is happy with the design. Library Board responded that the interior design is simpler and more straightforward for the library as there are fewer purposes need to be addressed.

Alternatives regarding final plan if additional public funding is not available for library: library board gave the example of the new \$25,000 in funds raised with a matching grant in December, but made the point that additional funds raised might cover the increased annual contingency costs.

**Elector approval:** Discussion of the method of putting the question to the voters, specifically through referendum, and whether it would be presented as one single question or two separate questions, library/town. Agreed that a binding referendum with one question will be less confusing to the elector and most clearly instructive to the respective boards.

Proposed time frame: Proposed date: August 2016. Reasoning: 1) must announce the referendum question 70 days prior to the vote. 2) The primary for the fall election will be held August 9, 2016. 3) An August election would also offer summer non-voting residents to have the opportunity to have real-time input.

**Next steps:** What steps must be taken prior to May? Draft a referendum question to be presented to board by April, including language such as, “spending not to exceed” to take into account possible changes in engineering and design.

### **Public Comment:**

Will the town be considering the opportunity cost? I.e., if we don't do this, what will the cost be to the town?

Motion by Kathleen Olkowski, seconded by Paul Kaiser, to adjourn the Library Board meeting. All ayes. There being no further business, the meeting was adjourned at 6:20 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes January 19, 2016  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, 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 4:30 p.m.

**Agenda:**

Motion by Steve Garbowicz, seconded by Kathleen Olkowski, 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 December 15, 2015 regular meeting. All ayes, motion carried. Motion by Catherine, seconded by Dianna Blicharz, to approve the minutes of the January 5, 2016 special joint meeting with the Three Lakes Town Board of Supervisors as presented. All ayes, motion carried.

**Correspondence:** Vicki brought the letter to the editor from Tamarack Song published in the January 20<sup>th</sup> edition of the News Review.

**Committee Reports:**

**Friends of the Demmer Library:** There was no book sale in December. The Friends will hold their next book sale this Saturday, January 23.

**Three Lakes Public Library Foundation:** The Foundation hasn't met yet. The Foundation will be looking for a secretary. Vicki reminded the Trustees that the bylaws of the Foundation allow only two Trustees to be on the board of the Foundation.

**Oneida County Library Board:** The Oneida County Library Board will meet next on February 11.

**Director's Report:**

There was discussion about the increased circulation numbers in December and about the community service volunteers, Lunch 'n Learn series, etc. Trustees requested door counter statistics be included in future reports.

**Budget Review:**

Motion by Steve Garbowicz, seconded by Paul, to approve vouchers 1 - 17 for December 2015/January 2016 for payment from the Town Account and Special Account. All ayes, motion carried.

The fourth quarter deposit to the non-lapsing account was approved.

The board reviewed the end of year report for 2015 budget expenditures and non-lapsing account transfer report. There was also discussion about the medical non-lapsing account.

**Old Business:**

- **Building Renovation:** No formal motions were made regarding discussion/decisions made at the joint meeting. Discussion regarding concerns about the referendum option followed.
- **2016 Operational Budget:** Erica shared the final 2016 operating budget.
- **Trustees Essentials, Chapters 8 and 9:** Tabled until future meeting.

### **New Business:**

- **Reappoint trustee:**

Motion by Steve, seconded by Catherine, to request the Three Lakes Town Board of Supervisors to reappoint Kathleen Olkowski to the Board of Trustees for a new three-year term ending December 31, 2018. All ayes, motion carries.

- **Election of 2016 board officers:**

Motion by Dainna, seconded by Steve, to nominate the current slate of officers to a new term. All ayes, motion carries.

- **Library annual report:** Erica reported that she has just received the login information from the State.

- **Demmer Trust:** Ken Klein continues to explore options for moving the Trust to more local management. There are some legal and logistical considerations. Determination is that it may not be worth the expense of making major changes at this point.

### **Comments from citizens:**

There were no citizen comments.

### **Next Meeting: February 16, 2016, 4:30 p.m.**

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

Respectfully submitted: Erica Brewster, Director

Minutes January 26, 2016

Edward U. Demmer Memorial Library

**Special meeting of the Library Board of Trustees**

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

Absent: Laura Wipperman

Other Attendees: Erica Brewster, Ken Klein

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

**Agenda:**

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

**Discuss Joint meeting with Three Lakes Town Supervisors:**

- Paul Kaiser described the library is one of the top five buildings/attractions in the town. He also recognized the other needs of the town. He wondered if this project truly hamstringing the Town's ability to address other financial issues for the next 10 years?
- Kathleen Olkowski suggested the Trustees consider looking at what we can do with the \$1 million rather than waiting for years to see if we can raise the funds. Consider plans that include opportunities for future expansion.
- Dianna Blicharz insisted people of the Town should have an opportunity to have a say as to whether they want this project or not.
- Catherine Marshall is reluctant to give up on the idea – on what we could have. The Town Board has not made an effort to “sell” a plan or properly poll the citizenry.
- Steve Garbowicz commented on the continued existence of the Town building prohibits expansion to the north – do we limit ourselves by moving ahead and missing an opportunity? He also commented on the conflict of splitting approval of a joint building between a meeting of the electors (in April) and a referendum (in August).
- There has been no (useful) discussion of the Food Pantry or the Historical Society on the part of the Town Board.

**Discuss options/alternatives for building renovations:**

- An amount of the building expansion project includes necessary maintenance and code updates. Erica spoke with Sue, and they suggest approaching the Town to cover costs for necessary maintenance.
- Discussion of how much expansion would be possible if the Town building remained in place.
- The Historical Society has made a motion to direct building funds to the library, rather than to the Town, for their participation in any building project.
- Kathleen made the point that regardless of how this works out, we should continue to make the effort to collaborate with the Town and to create and maintain a good working relationship. That is an area that has never been good, and should not be sacrificed in this process.

**Upcoming decisions:**

- Are we going to go out to an architect again? If so, do we go back to Becher-Hoppe, or another firm?
- An assessment on the maintenance needs. What would the charge be to have an appraisal done?
- What would the Town have to offer to meet the library in the middle?
  - o Vicki: if the Town agrees to cover the costs of *necessary* (code updates, ADA, basic building maintenance) updates.

- Direction of the board: director will call Becher-Hoppe and see if they can complete a site assessment – what would the cost be, timeframe for completion, etc.

**Public Comment:**

Vicki encouraged all the board members attend the Town Board meeting at 5:30 on Tuesday, February 2.

Motion by Dianna Blicharz, seconded by Catherine, to adjourn the Library Board meeting. All ayes. There being no further business, the meeting was adjourned at 6:00 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes May 17, 2016  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, 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 4:32 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 Kathleen Olkowski, seconded by Dianna, to approve the minutes of the April 19 regular meeting as presented. All ayes, motion carried.

**Correspondence:**

**Committee Reports:**

**Friends of the Demmer Library:** The next sale will be May 28. The Friends will be helping with Spring Fling. They've also sponsored purchasing supplies for the Adult Coloring Club, in response to the interest in the club.

**Three Lakes Public Library Foundation:** The Foundation met on Monday, May 16. Vicki reported that the conversation was again Spring Fling, May 26, 2016. Things seem to be coming together nicely. Tickets are available at the library circulation desk until Friday, May 20. There was also some discussion regarding the course of action chosen by the Olson Memorial Library in Eagle River, in which their Foundation is taking over ownership of the library building. The Three Lakes Public Library Foundation stated they have no interest in acquiring ownership or fiscal management of the building for construction or any future short term or long term purposes.

**Oneida County Library Board:** The Oneida County Library Board has not met since the last meeting. Next meeting will be in July.

**Director's Report:**

The board reviewed the report as presented with minimal comment. Erica also reported on the Nicolet College library's remodeling and divesting of furniture. Erica and Brian went over on Monday and acquired a few tables and chairs and a file cabinet.

**Budget Review:**

Motion by Catherine, seconded by Kathleen, to approve vouchers 57 - 67 for April-May 2016 for payment from the Town Account and Special Account. Kathleen asked for clarification on the V-Cat charge in Voucher 56; Erica explained that that was the annual membership fee paid to WVLS for maintaining membership in the V-Cat system and all the benefits of the shared ILS. All ayes, motion carried.

The 2016 expenditures to date were reviewed. The math error will be corrected.

**Old Business:**

- **Building Renovation:**

The board members felt positive about the results of the Annual Meeting on April 19, when the electorate authorized the Town to proceed with construction per the Becher-Hoppe plan 100-10. Following that meeting,

Erica received an e-mail from Sue per Stella requesting history about the ownership of the library building (possibly based on the transfer of ownership of the library building based on current events at the Olson Memorial Library in Eagle River). Janet, Nancy and Erica did research and followed up with a response. The Board reviewed the response and agreed with the content.

The board also discussed the article in the Three Lakes News Review, May 10, 2016. Steve stated that that article was not reflective of what took place at the meeting, so additional information may have come from discussions outside of the meeting. A “correction” was published in the paper regarding the proposed date of a referendum. An agenda item is on the special meeting for 5:30 tonight, but is secondary of importance to other items so may not be discussed at all.

The board decided there was no further direct action to be taken other than to monitor the situation at the Town.

- Trustees Essentials, Chapter 10:

Due to absence of board members, the review was tabled until the next meeting. The board also discussed reviewing a long-range plan, and asked to see old copies of strategic plans. Chapter 11 will also be included at the next meeting.

**New Business:**

**Comments from citizens:**

There were no citizen comments.

**Next Meeting: June 21, 2016, 4:30 p.m.**

There being no further business, the meeting was adjourned at 5:10 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes February 16, 2016  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

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

Absent: Dianna Blicharz

Other Attendees: Erica Brewster, Janet Dixon, Ken Klein

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

**Agenda:**

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

**Approval of Minutes:** Motion by Laura, seconded by Catherine Marshall, to approve the minutes of the January 19, 2016 regular meeting as presented. All ayes, motion carried. Motion by Paul, seconded by Steve Garbowicz, to approve the minutes of the January 26, 2016 special meeting as presented. All ayes, motion carried.

**Correspondence:**

**Committee Reports:**

**Friends of the Demmer Library:** The Friends held their book sale on January 23; the next book sale will be February 27.

**Three Lakes Public Library Foundation:** The Foundation met on Monday, February 15. The main point of discussion was Spring Fling, which will be held on Thursday, May 26 at the Reiter Center. Amy Baumetz has joined the Foundation board to fill the vacancy left by Lois Grajkowski.

**Oneida County Library Board:** The Oneida County Library Board met on February 11. No actionable items were addressed at the meeting.

**Director's Report:**

There was some discussion regarding library security and the functioning of the new door counters.

**Budget Review:**

Motion by Paul, seconded by Catherine, to approve vouchers 18 - 27 for January-February 2016 for payment from the Town Account and Special Account. All ayes, motion carried.

The 2016 expenditures to date was reviewed.

**Old Business:**

- **Building Renovation:**

The board reviewed the building assessment information from SEH, which includes and bulleted and itemized list of needed maintenance for the existing library building, regardless of plans for expansion. Becher-Hoppe was asked to submit a service agreement proposal for a new building assessment, included in the board packets. Discussion regarding how and whether to approach the Town Board for the cost of maintenance. Donations to the Foundation campaign have been made mainly to support an expansion, not for needed maintenance on the building. Consensus of the Board was, at the joint meeting of the Town and Library following this meeting, to request a value generally equivalent to the cost of needed maintenance to support the building plans for the library.



- Trustees Essentials, Chapters 8 and 9: Tabled until future meeting.

**New Business:**

- Develop and approve WVLS statement of effectiveness (2015 annual report):  
Motion by Paul, seconded by Kathleen, to approve the 2015 Annual Report and WVLS effectiveness statement for submission to the DPI.

**Comments from citizens:**

There were no citizen comments.

**Next Meeting: March 15, 2016, 4:30 p.m.**

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

Respectfully submitted: Erica Brewster, Director

Minutes March 10, 2016

Edward U. Demmer Memorial Library

Library Board of Trustees Meeting – **Joint Meeting with Town of Three Lakes Supervisors**

Trustee Attendance: Dianna Blicharz, Catherine Marshall, Kathleen Olkowski, Vicki Reuling

Town Board Supervisors attendance: Dr. Bill Martineau, Ed Starke, Pat Volk, Stella Westfall.

Absent: Paul Kaiser, Steve Garbowicz, Laura Wipperman

Other Attendees: Erica Brewster (Library), Sue Harris (Town)

Vicki Reuling called the Library Board meeting to order at 5:47 p.m.

**Agenda:**

Motion by Trustee Olkowski, seconded by Trustee Blicharz, to approve the agenda in any order. All ayes, motion carried.

**Discuss Town Office, Police, Library, and Historical Society building project:**

Brief history of project: Town Chair Westfall gave a brief history of the Town Office building planning project, including an itemized listing of the physical deficiencies of the structure and the process taken to develop a design proposal.

Library Board President Reuling followed with a timeline history of the library needs assessment and design development. A hardcopy version was included as a handout to board members and public.

Discussion to clarify intent: Chair Westfall stated the intended outcome of the project was one building, as a \$2.7 million joint project. President Reuling asked if there would be the opportunity to go to the voters to ask for their input. Supervisor Volk presented a statement itemizing other town costs and priorities, and priorities beyond those of the Town, including the school. He then expressed concern about asking tax payers to approve further spending on the library building when they were going to be burdened by these costs and other tax obligations. Following further discussion, Chair Westfall stated that the Library Board should develop a design with the \$1 million they had available. Trustee Blicharz asked if the organizations that support the Food Pantry had been approached to participate financially in the process, and strongly recommended the Town invite their participation. In response to the Town's concern about assuring frugality in a shared building design, President Reuling and other Trustees encouraged the Town Board to consider the lower level of the library as a possible permanent location for the future Town Board room.

Clarify mandates: The process for approving funds for construction of public buildings is defined in state statute (Wis. Stat. 60.10 (2) (f)) as requiring a vote of the electors at a posted special town meeting of the electors. Therefore, the Town cannot use a binding referendum for project approve. They can use an advisory referendum to get feedback prior to holding a special meeting of the electors.

Discussion followed regarding the opportunity to hold an advisory referendum at the August 9 primary. Supervisor Martineau expressed concern that it would be difficult to craft referendum questions. Chair Westfall stated that it would be of the Town's interest to pursue referendum questions. Supervisor Martineau stated that the Town should put together info on what projects the Town would be obligated to get loans on over the next 10 years and make that information available to the public.

Clarifying costs: Chair Westfall made it clear that while the Town did strongly support pursuing a joint building, she did not believe the Town should be responsible for any part of the library's construction costs, other than possibly some small contingencies, approximately \$100k. The Town's breakdown for the project would be as follows:

\$2.7 million total project cost

- \$1.6 million for the Town office building (including the police department, food pantry, town office space, and meeting room space) – financed from the tax levy following approval from the electorate
- \$1.0 million for the Library building – financed through private donations to the Three Lakes Public Library Foundation
- \$0.1 million (\$100,000) for the Historical Society addition – financed through private donations to the Historical Society

The Library Board asked about following the final Becher-Hoppe proposal, which would be as follows:

\$3.6 million total project cost

- \$1.6 million for the Town office building (including the police department, food pantry, town office space, and meeting room space) – financed from the tax levy following approval from the electorate
- \$0.9 million for the Library building – financed from the tax levy following approval from the electorate
- \$1.0 million for the Library building – financed through private donations to the Three Lakes Public Library Foundation
- \$0.1 million (\$100,000) for the Historical Society addition – financed through private donations to the Historical Society

Chair Westfall restated the Town Board's position that they were not comfortable asking the tax payers to front the additional cost, but would consider referendum questions to that effect.

Next steps:

- Clerk Sue Harris will discuss a plan for a revised concept to include \$1 million renovation/expansion for the Demmer Library
- Clerk Harris and Director Erica Brewster will develop draft advisory referendum questions to be brought to the boards for review.
- Another special joint meeting will be scheduled for before the Town Annual meeting on April 19.

**Public Comment:**

Several comments were made, including requests for clarification of total project costs, time frame for auxiliary building and municipal parking lot, and ADA and maintenance needs to the library. Comment was also made about the Town Board considering the consequences investment on of the attractiveness of the town to newcomers and potential business owners.

Motion by Trustee Marshall, seconded by Trustee Blicharz, to adjourn the Library Board meeting. All ayes. There being no further business, the meeting was adjourned at 7:55 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes March 15, 2016  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

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

Absent: Paul Kaiser

Other Attendees: Erica Brewster, Janet Dixon

Vicki Reuling called the meeting to order at 4:32 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 February 16, 2016 regular meeting as presented. All ayes, motion carried. Motion by Steve, seconded by Kathleen Olkowski, to approve the minutes of the February 16, 2016 special meeting with changes as discussed. All ayes, motion carried.

**Correspondence:**

**Committee Reports:**

Friends of the Demmer Library: Friends made \$100.00 at the last book sale in February. They will not be having a sale in March since Easter is the next day and several people will be out of town.

Three Lakes Public Library Foundation: The Foundation will meet again on Monday, March 21. They have not met since the previous meeting.

Oneida County Library Board: The Oneida County Library Board has not met since the last meeting. Next meeting will be in in July.

**Director's Report:**

The board requested the director ask Fraiser's for an estimate on the cost and repair plan to address the venting of the system to equalize pressures. This estimate would be used in budgeting for the 2017 annual budget.

Kathleen requested clarification on the Central Sort courier system and how that affects staff at the Demmer.

Catherine asked what attendance had been at the YA programs, after-school trivia and winter campfire. Seven attended the after school trivia and 17 attended the winter campfire event.

**Budget Review:**

Motion by Laura, seconded by Catherine, to approve vouchers 28 - 42 for February-March 2016 for payment from the Town Account and Special Account. All ayes, motion carried.

The 2016 expenditures to date were reviewed.

**Old Business:**

- **Building Renovation:**

Vicki reported on the Thursday, March 10 joint meeting with the Town regarding the building project. Vicki shared the Town's unapproved minutes, which includes a planning for a special meeting in April to include a

\$3.6 million question on the referendum. Vicki, Stella, Erica, Sue, Janet met with Melody from Becher-Hoppe this afternoon. Melody is going to develop some sketches of possibilities for work with \$1 million of “focused on expansion,” plus an itemized list of what is needed for maintenance costs. Melody will also develop a design for the Town new building which will be raised to eliminate the need for an internal ramp, thus allowing reconfiguration of the internal piece.

Vicki proposed that the Town plan a building as part of a “master plan” that would allow for the library to do a future expansion to “meet” the new Town building.

The Library board discussed philosophy for approaching referendum questions.

Melody will be able to have initial sketches within the week and opinion of cost within two weeks.

Chair Stella Westfall has given the contract for services from Becher Hoppe for these sketches, for 20-30 hours is \$2,500 - \$3,500 total. Becher-Hoppe stated approximately 50% of the hours would pertain directly to the library.

Motion by Steve Garbowicz, seconded by Laura Wipperman, that the Library Board of Trustees request the Town Board pay for the cost of the contract of services with Becher-Hoppe as the redesign is being contracted at the request of the Town Board. No further discussion. All ayes, motion carried.

The Library Board requests a special meeting for any designs/proposals from Becher-Hoppe prior to scheduling another new joint meeting with the Town.

- Trustees Essentials, Chapters 8 and 9: The board reviewed chapters 8 and 9 on planning for the library budget and managing the library’s money, with reflections on the current library renovation situation.

Vicki volunteered to facilitate Chapter 10 for the next meeting.

#### **New Business:**

- Worksite wellness proposal:

A worksite wellness grant was submitted to the Oneida County Health Department. Erica answered several questions relating to the structure of the challenge. The board discussed utilizing the health non-lapsing funds for the long-term sustainability of the program. The board stated that the program was creative and interesting. They will wait to hear back on the status of funding for the program, and then will consider requesting allocation of additional funds as needed.

#### **Comments from citizens:**

There were no citizen comments.

#### **Next Meeting: April 19, 2016, 4:30 p.m.**

There being no further business, the meeting was adjourned at 6:14 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes April 7, 2016

Edward U. Demmer Memorial Library

**Special meeting of the Library Board of Trustees**

Trustee Attendance: Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Catherine Marshall, Vicki Reuling

Absent: Kathleen Olkowski, Laura Wipperman

Other Attendees: Erica Brewster

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

**Agenda:**

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

**Review draft referendum questions:**

Background:

- Vicki began with an update of reason for this meeting and updated where we are at in the process. In the last joint board meeting, it was agreed that the two boards would meet again jointly prior to the Town Annual Meeting, April 19. The two action plans resulting from the meeting were 1) to draft referendum questions; 2) request Becher-Hoppe to do a revised library plan for \$1 million.
- Vicki, Erica, and Janet met with Sue and Stella and Melody from Becher-Hoppe. After meeting with Melody, Vicki brought the proposed contract to the Library Board, with the Town's request to pay half of the contract. The Library Board declined to pay for what they saw as a Town initiative. The work with Becher-Hoppe was subsequently cancelled by the Town.
- Sue drafted a referendum question, and a second option referendum question specific to the library. Catherine, Vicki, and Erica met to provide edits and presented two revised drafts to the Town and the Library Board.

Discussion:

- Steve Garbowicz stated that he would support the Library's version of draft 1 questions that asks about the complete town building.
- Discussion followed regarding if the construction of the Town Building is brought up at the Annual Meeting on April 19. Depending on the outcome of the meeting, the requirement for a referendum would change.
- Discussion on wording of the question followed. The board agreed that they would take the Revised Draft #1 as their preferred option for the referendum question.

**Public Comment:** None

Motion by Steve Garbowicz, seconded by Paul Kaiser, to adjourn the Library Board meeting. All ayes. There being no further business, the meeting was adjourned at 5:35 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes April 8, 2016

Edward U. Demmer Memorial Library

Library Board of Trustees Meeting – Joint Meeting with Town of Three Lakes Supervisors

Trustee Attendance: Dianna Blicharz, Paul Kaiser, Catherine Marshall, Vicki Reuling, Laura Wipperman

Town Board Supervisors attendance: Dr. Bill Martineau, Ed Starke, Pat Volk, Stella Westfall.

Absent: Steve Garbowicz, Kathleen Olkowski

Other Attendees: Erica Brewster (Library), Sue Harris (Town)

Vicki Reuling called the Library Board meeting to order at 5:35 p.m.

**Agenda:**

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

**Discuss Town Office, Police, Library & Historical Museum building project:**

Review draft referendum questions: Chair Westfall reported that following the past board meeting a smaller group met with Becher-Hoppe to discuss the possibility of further revisions. The Library Board then met and chose not to put additional funding into new additional designs. The decision was made to forgo additional designs at this time, and the groups then began working on draft referendum questions.

Chair Westfall then asked the Library Board to clarify their preference for proceeding. The President Reuling stated that the Library Board felt that the \$900,000 was the amount needed to work with the plan developed by Becher-Hoppe. Chair Westfall asked what would happen if the referendum failed. President Reuling stated that she believed they would need to return to the Three Lakes Public Library Foundation and the donors to determine the plan.

Discussion between Supervisor Volk and President Reuling of the impact per \$100,000 valuation for each tax payer over 10 or 20 years followed. Supervisor Starke inquired whether there was any possibility to downside the project to \$1 million. President Reuling stated that there had been an informal conversation with advisor architect about what could be done with one million; the opinion was that there could be a good remodel of the existing building. Based on \$165/square foot mid-level estimate given by Becher-Hoppe, the 4,000 square foot addition would cost \$660,000 alone.

Supervisor Starke asked about the need for a library, citing concerns about the future population of the community and the changes in technology. There was a question about the relative size of the proposed expansion compared to neighboring libraries, specifically Minocqua. The Minocqua Library added 12,000 square feet in 2011 at a cost of \$1.6 million; the population of the Minocqua Township is approximately 4,400. President Reuling stated that the Library Board was focused on the needs of Three Lakes as a unique community and called on Director Erica Brewster to detail some of the current needs of the library, which are based on current DPI standards for libraries. Reuling also reiterated that while books will continue to be a cornerstone of libraries for years to come, they don't expect to increase the number of volumes held beyond what the library currently has. Brewster acknowledged that technology was changing the way the library is used, but listed the following as immediate and future needs in spite of, or often due to, changing technology and population:

- Only enough floor space to accommodate 3 public computers. Individuals are bringing more of their own laptops and devices, but many do not have computers with internet access at home. Four or five rely on the library for daily access, often coming at the same time. The Demmer will not need 10-15 computers as some libraries have, but Brewster believes 6 is necessary for routine and summer demand.

- People with their own laptop computers and tablets increases demand for seating space. In the summer, there are times when people are seated on the floor.
- The busiest times in the library are 9 AM – 12 PM and 3 PM – 5 PM. The afternoon times are when students come from the school. Brewster is working to accommodate the middle and high school students in the lower level when there aren't meetings. Space for a young adult collection is very limited, allowing for only 600 books, with high turnover. The library has added Young Adult programming duties to one of the current staff members and is looking to increase opportunities for this age group to participate in library programs, but this will put pressure on available space.
- The library proctors professional exams and currently those exams are given on one of the public computers in the open space. The Becher-Hoppe design includes 4 individual study rooms, and at least two of these could be used for proctoring professional exams, including those that require private exam space. Other rooms would allow for quiet work, small group/individual tutoring, professional and educational conference calls, online/phone interviews for jobs or school.
- Handicapped accessibility continues to be a concern with many parts of the existing library. Remodeling would allow for more flexibility in use of existing space, allowing for more access for more people, and reduce the needed square footage in new space. This is already included in the Becher-Hoppe design.

Discussion continued about timing of the referendum, whether it would be better to hold the referendum in August at a low-turnout election (currently only a primary for county clerk is scheduled) versus the larger presidential election in November. Chair Westfall pointed out that there would be a much larger voter turnout for the presidential election, so it would be more likely to hear from the larger portion of the electorate. Seasonal residents would have the opportunity to vote by absentee ballot. Director Brewster emphasized the opportunity to engage seasonal residents who were not local voters if the referendum was held in August.

The boards next addressed the wording of the referendum, first as to whether the question be for \$2.7 or \$3.6 million for the entire project or \$900,000 for the library only. President Reuling asked if the Library expansion was presented on a referendum alone, how would the Town present their portion of the construction process. Clerk Harris clarified that the library could be included in the motion to approve construction presented to the electors at the Annual Meeting on April 19. However, the electors only have power to approve construction, not the amount to be allocated to that. The intention of the approval at the Annual Meeting would be to move the project forward, to eliminate the option to repair, to commit the Town to constructing a new building.

Trustee Kaiser affirmed that it would make sense to wait for the outcome of the vote of the electors at the Annual Meeting before pursuing any further detailed discussion of the referendum questions. Library Board members asked for clarification of the agenda item for the Annual Meeting; Clerk Harris indicated the agenda for the Annual Meeting would state an approval to construct a Town building to include the Library, Historical Society, but not include specific dollar amounts.

President Reuling restated the desire of the Library Board to assist with an educational campaign to bring the information to the public.

Trustee Marshall stated that she agrees with the wording "approving to construct..." however, noted that some person will ask what the amount will be. Chair Westfall said that the amount would be at least \$2.7 million and at worst \$3.6 million. An explanation with the motions could include information that the cost of construction would be at minimum \$2.7 million dollars and no more than \$3.6 million.

Decision to delay discussion of the referendum and referendum questions until after the April 19 Annual Meeting.



**Public Comment:**

Question was raised as to whether approval of the town building is being brought to the electors because it was required, or whether it was something the board felt an obligation to do. Clerk Harris clarified that there are specific items that the electors have the authority to decide, and limits on what the electors can direct the Town Board to do. In summary: the electors approve the total levy at the Annual Budget Meeting, but the Town Board has authority to determine how the levied monies are allocated and spent; and the electors approve specific actions as defined in state statute, including approving the construction of town buildings, but the Town Board has authority to develop the designs and determine the amount to be spent.

A question was raised about the design developed to date and whether it contained enough detail (including type of construction materials, etc.) to be confident in the amounts the Town Board was considering for all aspects of the project. Response was that the Becher-Hoppe proposal did include general descriptions of types of materials to be used in construction and interior, which was calculated as an average price per square foot, based on upper-middle standard office grade materials.

Motion by Trustee Wiperman, seconded by Trustee Marshall, to adjourn the Library Board meeting. All ayes. There being no further business, the Library Board meeting was adjourned at 6:30 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes April 19, 2016  
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 4:31 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 Catherine, seconded by Dianna Blicharz, to approve the minutes of the March 10 joint meeting with the Town of Three Lakes Supervisors as presented. All ayes, motion carried. Motion by Laura Wipperman, seconded by Paul, to approve the March 15, 2016 regular meeting with corrections as discussed. All ayes, motion carried. Motion by Dianna, seconded by Kathleen Olkowski, to approve the April 7, 2016 special meeting minutes as presented. All ayes, motion carried. Motion by Dianna, seconded by Catherine, to approve the April 8, 2016 joint meeting minutes with the Town of Three Lakes Supervisors as presented.

**Correspondence:**

**Committee Reports:**

**Friends of the Demmer Library:** There was no sale in March due to the Easter holiday. The next sale will be April 23.

**Three Lakes Public Library Foundation:** The Foundation met on Monday, April 18. Vicki reported that the conversation was around planning for Spring Fling, May 26, 2016. Tickets are now available at the library circulation desk.

**Oneida County Library Board:** The Oneida County Library Board has not met since the last meeting. Next meeting will be in July.

**Director's Report:**

Catherine asked for clarification of the cost of the ScanPro. Erica stated that the 1100 would cost approximately \$8000 for the machine and the 3000 runs approximately \$12,500. The main difference between the two is the quality of the lens and a few software difference. The 1100 could be upgraded to a 3000 at a later date, though the cost would be approximately equal in the end.

It was noted that the cost seems quite high for a piece of equipment that has limited demand. Erica explained that many smaller newspapers and other archives will be held on microfilm for many years in the future, perhaps indefinitely, as the manpower cost of digitizing old records and storing digital files and making them available online is prohibitive. The new scanner would offer be a significant upgrade for research purposes namely: images could be captured and e-mailed and stored digitally by the end user rather than printed out in hardcopy, and also the software is capable of word searching the microfilm, which vastly improves the speed of research.

The board asked if users could be charged to recoup some of the cost. Erica stated that yes it is possible, but most of the regular users are donating \$500, \$1000 towards the project. Also, she has contacted the Historical Society to see if they would be willing to contribute the cost of a piece of equipment that would directly benefit their services.

The Fraiser's estimate for fixing the lower level HVAC was placed on file for future use in capital budgeting.

### **Budget Review:**

Motion by Laura, seconded by Paul, to approve vouchers 43 - 56 for March-April 2016 for payment from the Town Account and Special Account. Kathleen asked for clarification on the V-Cat charge in Voucher 56; Erica explained that that was the annual membership fee paid to WVLS for maintaining membership in the V-Cat system and all the benefits of the shared ILS. All ayes, motion carried.

The quarterly transfer for fines and copier income were reviewed.

The 2016 expenditures to date were reviewed.

### **Old Business:**

- **Building Renovation:**

The Town Annual Meeting will be held at 5:30 PM, immediately following this meeting. At the last joint meeting with the Town Board Supervisors, it became clear that there was an intention to bring the authorization to construct before the electors at the Town Annual Meeting. Discussion of the referendum was tabled per the outcome of the Annual Meeting.

A workshop was held on Wednesday, April 13, to orient participants to the process of participating in the Town Annual Meeting. Discussion clarifying process and how it applies to tonight's meeting followed.

Questions regarding the Three Lakes Christian Food Pantry were also raised.

- **Trustees Essentials, Chapter 10:**

In light of Annual Meeting at 5:30, tabled until the next meeting.

### **New Business:**

- **Worksite wellness proposal:**

No new news – will be updated as needed at future meetings.

### **Comments from citizens:**

There were no citizen comments.

### **Next Meeting: May 17, 2016, 4:30 p.m.**

There being no further business, the meeting was adjourned at 5:23 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes May 17, 2016  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Steve Garbowicz, Catherine Marshall, Kathleen Olkowski, Vicki Reuling,

Absent: Paul Kaiser, Laura Wiperman

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 Kathleen Olkowski, seconded by Dianna, to approve the minutes of the April 19 regular meeting as presented. All ayes, motion carried.

**Correspondence:**

**Committee Reports:**

**Friends of the Demmer Library:** The next sale will be May 28. The Friends will be helping with Spring Fling. They've also sponsored purchasing supplies for the Adult Coloring Club, in response to the interest in the club.

**Three Lakes Public Library Foundation:** The Foundation met on Monday, May 16. Vicki reported that the conversation was again Spring Fling, May 26, 2016. Things seem to be coming together nicely. Tickets are available at the library circulation desk until Friday, May 20. There was also some discussion regarding the course of action chosen by the Olson Memorial Library in Eagle River, in which their Foundation is taking over ownership of the library building. The Three Lakes Public Library Foundation stated they have no interest in acquiring ownership or fiscal management of the building for construction or any future short term or long term purposes.

**Oneida County Library Board:** The Oneida County Library Board has not met since the last meeting. Next meeting will be in July.

**Director's Report:**

The board reviewed the report as presented with minimal comment. Erica also reported on the Nicolet College library's remodeling and divesting of furniture. Erica and Brian went over on Monday and acquired a few tables and chairs and a file cabinet.

**Budget Review:**

Motion by Catherine, seconded by Kathleen, to approve vouchers 57 - 67 for April-May 2016 for payment from the Town Account and Special Account. Kathleen asked for clarification on the V-Cat charge in Voucher 56; Erica explained that that was the annual membership fee paid to WVLS for maintaining membership in the V-Cat system and all the benefits of the shared ILS. All ayes, motion carried.

The 2016 expenditures to date were reviewed. The math error will be corrected.

**Old Business:**

- **Building Renovation:**

The board members felt positive about the results of the Annual Meeting on April 19, when the electorate authorized the Town to proceed with construction per the Becher-Hoppe plan 100-10. Following that meeting,

Erica received an e-mail from Sue per Stella requesting history about the ownership of the library building (possibly based on the transfer of ownership of the library building based on current events at the Olson Memorial Library in Eagle River). Janet, Nancy and Erica did research and followed up with a response. The Board reviewed the response and agreed with the content.

The board also discussed the article in the Three Lakes News Review, May 10, 2016. Steve stated that that article was not reflective of what took place at the meeting, so additional information may have come from discussions outside of the meeting. A “correction” was published in the paper regarding the proposed date of a referendum. An agenda item is on the special meeting for 5:30 tonight, but is secondary of importance to other items so may not be discussed at all.

The board decided there was no further direct action to be taken other than to monitor the situation at the Town.

- Trustees Essentials, Chapter 10:

Due to absence of board members, the review was tabled until the next meeting. The board also discussed reviewing a long-range plan, and asked to see old copies of strategic plans. Chapter 11 will also be included at the next meeting.

**New Business:**

**Comments from citizens:**

There were no citizen comments.

**Next Meeting: June 21, 2016, 4:30 p.m.**

There being no further business, the meeting was adjourned at 5:10 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes June 21, 2016  
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 Laura Wipperman, seconded by Paul Kaiser, to approve the agenda in any order. All ayes, motion carried.

**Approval of Minutes:** Motion by Catherine Marshall, seconded by Kathleen Olkowski, to approve the minutes of the May 17 regular meeting as presented. All ayes, motion carried.

**Correspondence:** Vicki reported on the donation of a collection of birding books from a donor who chose us due to Three Lakes being a Bird City and having the Nicolet Bird Club. The collection is currently housed in the conference room; each book will be marked with a label per the request of the donor and the librarians will work on deciding how the collection will be cataloged or managed. Vicki and Erica presented the collection to the Bird Club on Monday, June 20.

**Committee Reports:**

**Friends of the Demmer Library:** The next sale will be the 4<sup>th</sup> of July Book Sale. Friends of the Library have been supporting programs, including books for the Young Adult book club and summer reading programs. They made \$200 at last sale. Annual meeting in August.

**Three Lakes Public Library Foundation:** Vicki reported on Spring Fling. The event netted \$3,332, which was the largest amount to date. The Foundation held their annual meeting on June 20. Ron Patterson, the fund manager, gave an annual report. The fund earned about 1.5% in 2015; current balance of the fund is \$952,000, and he will lower his fee now that the fund is nearing \$1 million. Election of officers kept the same slate of officers for 2016/2017; Bob Werner, President; Vicki Reuling, Vice President, Nancy Kimla, Treasurer; Amy Baumetz, Secretary.

**Oneida County Library Board:** The Oneida County Library Board has not met since the last meeting. Next meeting will be July 14. Reminders about cross border letters have been sent; Erica mailed the request to Oneida County last week.

**Director's Report:**

The board asked about updated information on quotes for replacing the server. Erica reported that a quote totaling \$6,160 had been received from local business owner Dan Krajewski (dba Computer Success) that would cover server replacement (labor and materials) plus additional an additional IT wiring project. She felt it was a good quote for necessary work that may be more pressing due to recent server error reports. The cost of the whole project would completely use up the computer hardware/software and contingency line items in the 2016 budget, and some beyond what is currently budgeted. She is concurrently developing a technology replacement plan with the capital budget to prevent unexpected costs in the future.

Questions were raised regarding the recent power outage on June 10, specifically any deficits noted. The emergency lighting worked well this time. The library is in need of replacing their weather radio and would like to look into a police scanner to assure they are not releasing people into an emergency situation. The Library Board would like to review the

inclement weather/closure policy in the future, and would like to investigate incorporating language for unattended children present at time of an emergency closure.

There was discussion about the Fraiser's inspection of the A/C unit needing repair. They directed Erica to place that item in the capital budget plan for 2017.

**Budget Review:**

Motion by Paul, seconded by Catherine, to approve vouchers 68 - 91 for May-June 2016 for payment from the Town Account and Special Account. All ayes, motion carried.

The 2016 expenditures to date were reviewed.

Request for transfer of non-lapsing funds to operational budget: motion by Laura seconded by Dianna to request that the Town Board approve transfer \$8,000 from non-lapsing to operational budget for purchase of a microfilm scanner. All ayes, motion carries. The board requested that there be publicity of the funding partnership with the Three Lakes Genealogical Society and Three Lakes Historical Society once the scanner is purchased and installed.

**Old Business:**

- **Building Renovation:**

The agenda for the June 21 town board meeting has an agenda item for reviewing alternative building options for the Town Building. It is not known what this item will address or how it might affect the library plans.

On July 5, 2016 there will be an open house for the public on Tuesday, July 5, 3 – 6 PM (prior to the Town Board meeting). The Historical Society, Town, and Library buildings will be open to the public and representatives from each will be available to answer questions or listen to public comments. Vicki requested assistance from board members to provide refreshments and/or participate at the event.

Discussion followed about individuals who are waiting to make donations, but want to see action towards a concrete plan before committing funds. Visibility and momentum continue to be a key issue.

Vicki reported that the Foundation will also host a donor reception in late July/August as an opportunity to recognize/thank current donors. It is hoped that there will be some more concrete information to provide at that meeting.

Erica also discussed a potential fundraiser over the summer to both raise funds for furnishing the expansion of the library and to provide an outlet for action and visibility.

Fundraising committee meeting has met. They will not have a float in the 2016 4<sup>th</sup> of July parade – give somebody else the opportunity to take first place. They will be selling flags as a fundraiser.

- **Trustees Essentials, Chapter 10 and 11:**

Library Board discussed the status of existing policies and policy review. 6 policies were updated in 2015; additional policies are active and on record. The board and director will continue to review and update policies as a routine practice.

The Board discussed the status of long-range planning. The last 3-year plan on file was for 2007 – 2010, and then the Demmer Library Building Committee began doing long range planning as part of building planning in 2011. Discussion about current/ongoing activities that constitute long-range planning, and what barriers there are to implementing that plan followed.

However, the mission statement hasn't been updated or clarified for many years. Mission statements will be placed on a future (August 2016) agenda to allow for focused discussion. Laura will research comparable libraries' mission statements and/or tag lines for future.

Catherine will facilitate Chapter 12 Library Standards at the next meeting.

### **New Business:**

- **2017 Operational and Capital Budget:**

Erica has begun drafting a capital budget. This is something new for the library – in the past, capital expenditures were taken out of the regular operational account. Now large purchases (computer equipment, etc.) will be placed on a separate capital budget, which should hopefully improve planning for durable goods and technology.

Erica has met with Sue to briefly discuss possible impacts on operational budget: Sue is planning for a 5% increase in health insurance, though the true cost won't be known until much later. Assistant Director Nancy Brewster is planning to retire in the fall of 2017. Erica will budget for her sick leave payout and will begin working on developing a job description and other recruitment materials for summer of 2017. Will also need to discuss whether there will be any overlap for training or other handover, and the board will need to set the compensation for that position.

Library board would like to review the draft of the budget before submitting the operational budget to the Town on July 13. Erica will request to submit the operational budget after the next Library Board meeting on July 19.

### **Comments from citizens:**

There were no citizen comments.

### **Next Meeting: July 19, 2016, 4:30 p.m.**

There being no further business, Catherine Marshall made a motion to adjourn, seconded by Laura Wiperman. All ayes, motion carried. The meeting adjourned at 6:10 p.m.

Respectfully submitted: Erica Brewster, Director



Minutes July 19, 2016  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

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

Other Attendees: Erica Brewster, Town Chair Stella Westfall

Vicki Reuling called the meeting to order at 4:34 p.m.

**Agenda:**

Motion by Catherine Marshall, seconded by Paul Kaiser, 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 June 21 regular meeting as presented. All ayes, motion carried.

**Correspondence:** E-mail correspondence was received from Melody Hamlin in response to an inquiry

**Committee Reports:**

**Friends of the Demmer Library:** The Friends of the Library 4<sup>th</sup> of July book sale netted \$1,050 – possibly a record. It also moved a large amount of inventory. Good feedback from those attending – many/mostly summer visitors who view the book sale as a key part of their 4<sup>th</sup> of July tradition. There won't be a book sale in July as the organizers have to be out of town. The next book sale will be in August. The Friend's annual meeting will be held Monday, August 8 at the library.

**Three Lakes Public Library Foundation:** Library Foundation hasn't met since the last Library Board meeting, but the Foundation is organizing a donor reception on Monday, August 15, 4 – 5 PM. More details to follow.

**Oneida County Library Board:** The Oneida County Library Board met on July 14. Accepted budget requests from 3 OC libraries and reviewed cross-border budget submissions from other county libraries. Also reviewed the County Efficiency Team request; assigned three Library Directors to work with OCLB board member and OC board member Alan van Raalte to complete the submission to the county by August 1.

**Director's Report:**

Catherine inquired about the status of the employee fitness program. Erica admitted that due to the summer activity, she hasn't had time to track and respond to employee participation. She noted that it seems running around the library and keeping up with patron needs is the fitness program for the summer.

**Budget Review:**

Erica explained that due to a discussion between WVLS and a local contractor, there has been a last minute change to a quote for replacing the library's aging server. Discussions were occurring right up to the board meeting. Erica feels this is an urgent issue and she would like permission to proceed with negotiating and purchasing a server, recognizing that the amount on voucher 93 will be incorrect. Funds for the purchase are available in the budget. The board approved moving forward with the project; corrections to the voucher amounts/financial reports will be made at the August meeting.

Motion by Catherine, seconded by Dianna Blicharz, to approve vouchers 92 - 102 for June-July 2016 for payment from the Town Account and checks from Special Account. All ayes, motion carried.

The 2016 expenditures to date were reviewed.

## Old Business:

- 2017 Operational and Capital Budget:

Vicki checked the new rules for paid overtime to salaried workers; the director will not be subject to those rules as the salary is above the new limit.

The Board suggested reviewing the personnel policy for sick leave payouts and revising the personnel policy prior to new hires.

Motion by Dianna, seconded by Catherine to approve the 2017 operational budget to be submitted to the Town. All ayes, motion carries.

Motion by Dianna, seconded by Kathleen to approve the six-year capital plan to be submitted to the Town. All ayes, motion carries.

- Building Renovation:

Vicki invited Town Chair Stella Westfall to attend the library board meeting. Stella explained that she feels it is time to make some decisions. The Town Board will have a special one-hour board meeting on Wednesday, July 20 to define a direction. Stella stated that the feeling from the Town Board seems to be a division over scope and cost of the project – that the Library Board had drawn a line in the sand at \$1.9 million. Vicki stated the Library Board had come to the town with the question of the deferred maintenance, and felt their request hadn't been received.

Dianna Blicharz asked for clarification as to whether the Town meant to move ahead sooner than a referendum. Stella stated that no, this is because in order to have an advisory referendum in November, they need to plan now to get questions on the ballot. Stella said the Town's question is what would the library do in the case of a failed referendum; what is the back-up plan?

Paul Kaiser stated that his understanding is that they would look first at the deferred maintenance costs (\$200,000 – \$300,000) and then the Foundation money would be available for additional remodeling.

Stella also talked about some other alternative building options. Discussion followed regarding cost of waiting and the endless exploration of options. The Steve Garbowicz made the point that the library will have difficulty developing a back-up plan until they have clear direction from the Town Board.

Kathleen Olkowski asked what the deciding factor is to determine if the Board will take this to referendum. Stella replied that it will need to be a decision taken by the board, with no clear deciding factor.

Vicki also stated her concern about professional skills and understanding of the construction process. She would like to have access to a construction professional without conflict of interest that could advise both boards on construction methods.

Vicki and the board thanked Stella for attending the Library Board meeting.

- Trustees Essentials, Chapter 12, Library Standards:

The Library standards can be found on the DPI website. Catherine noted that the work of the Demmer Library Building Committee was founded on working to maintain an excellent standard of performance. Catherine did question the feasibility and even the rationale of trying to maintain an excellence standard. Erica did explain how dependent those numbers are on the service population. Catherine further discussed the philosophy of pursuit of excellence according to the DPI standards. Also, these standards are from 2001, and there was discussion about how it makes it less urgent to comply with these particular standards. There is commitment to maintaining a high level of service, but what standards should be used to set those benchmarks. The chapter does also state that the counties can set their own standards; Oneida County does not have specific standards identified in the county Plan of Service.

Paul will facilitate Chapter 13 – Library Advocacy at the next meeting.

**New Business:**

- WVLS Statistics Report:

WVLS has made the 2015 System Annual Report packet available – and it is available online at <http://www.wvls.org/reports/2015-statistics-packet> . It itemizes all the items reported on by each individual library and breaks it down by county. It is good information for understanding the variety of library situations and activities in the WVLS system.

**Comments from citizens:**

There were no citizen comments.

**Next Meeting: August 16, 2016, 4:30 p.m.**

There being no further business, Paul made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 6:10 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes August 23, 2016  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Steve Garbowicz, Paul Kaiser, Catherine Marshall, Vicki Reuling, Laura Wipperman

Absent: Kathleen Olkowski, Dianna Blicharz

Other Attendees: Erica Brewster, Ken Klein

Vicki Reuling called the meeting to order at 4:33 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 Paul Kaiser, seconded by Steve Garbowicz, to approve the minutes of the July 19 regular meeting as presented. All ayes, motion carried.

**Correspondence:**

**Committee Reports:**

**Friends of the Demmer Library:** The Friends of the Demmer Library voted at their Annual Meeting on August 8 to place their organization into hiatus. No individuals could be found willing to accept nominations to the positions of president or vice president. The used book sales will continue on select quarterly dates (August, October, February, May, July 4) as volunteer-run activities of the Demmer Library. Management of the bank account will be passed to the library and the library director will review the situation again in August of 2017. Vicki recommended that we put a thank you from the Library Board in the October newsletter.

**Three Lakes Public Library Foundation:** The Foundation held an hour-long donor appreciation reception at the Black Forest on August 15. Approximately 60 people attended (about 75 RSVPed). The event was well received. The board reviewed comments from surveys from the event.

**Oneida County Library Board:** The Oneida County Library Board met on August 18. They accepted the county efficiency report from the workgroup. They set the budget request for the 2017 county budget. There was a surplus for 2017 compared to the 2016 budget allocation. The board voted that should the same budget request be approved for 2017, the funds should be allocated to Minocqua Public Library. Reports from the three libraries and WVLS.

**Director's Report:**

Catherine asked about the increase in interlibrary loan received. There was some discussion about reasons for the increase and whether this reflected the condition of the Demmer's collection.

**Budget Review:**

Motion by Steve, seconded by Catherine, to approve vouchers 103 - 116 for July –August 2016 for payment from the Town Account and checks from Special Account. All ayes, motion carried.

The 2016 expenditures to date were reviewed.

The quarterly transfer for fines and copies was reviewed.

**Old Business:**

- **2017 Operational and Capital Budget:**

Erica and Vicki met with Sue and Stella for a department head budget meeting. Vicki noted that Stella has carefully considered many details regarding the salaries and health insurance lines, specific to the retirement payout and new hire. Overall the conversation revolved as much around accounting methods as amounts of funds.

- Building Renovation:

The focus is now on the referendum. The library board suggests forming a public awareness committee. Will call an organizational meeting on Wednesday, September 14 at 6 PM.

- Trustees Essentials, Chapter 13, Library Advocacy:

Brief discussion on advocacy. Board feels as though they are in the process of advocacy at the moment. However, it's an important point to continue advocacy in times without direct need. Will continue conversation at the next meeting.

#### **New Business:**

- Library Book Sales and Volunteers:

Volunteers will be asked to sign up for book sales in advance. Training for library volunteers will be held on Friday, September 30.

- Library Mission Statement:

Reviewed sample mission statements from regional public libraries.

#### **Comments from citizens:**

There were no citizen comments.

#### **Next Meeting: September 20, 2016, 4:30 p.m.**

There being no further business, Catherine made a motion to adjourn, seconded by Steve. All ayes, motion carried. The meeting adjourned at 6:00p.m.

Respectfully submitted: Erica Brewster, Director

Minutes September 20, 2016  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

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

Absent: Catherine Marshall

Other Attendees: Erica Brewster

Vicki Reuling called the meeting to order at 4:33 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, seconded by Laura Wipperman, to approve the minutes of the August 23 regular meeting as presented, with the correction that Dianna Blicharz was absent. All ayes, motion carried.

**Correspondence:**

**Committee Reports:**

**Three Lakes Public Library Foundation:** Library Foundation met on 9/12 to discuss the referendum.

**Oneida County Library Board:** The Oneida County Library Board has not met and won't met until after the budget is presented to the Oneida County Administration Committee and/or is approved by the full county board.

**Director's Report:**

Vicki is following up on the lapse of the Friends 501c3 status. It appears we have 12 months from the date of the notification letter to go through the process of reinstating the non-profit status.

**Budget Review:**

Motion by Laura, seconded by Kathleen Olkowski, to approve vouchers 117 - 125 for August – September 2016 for payment from the Town Account and checks from Special Account. All ayes, motion carried.

The 2016 expenditures to date were reviewed.

**Old Business:**

- **2017 Operational and Capital Budget:**  
Erica has worked with Sue to finalize personnel numbers and adjust the way the retirement payouts are represented on the budget forms presented to the Town. The Town is still waiting for health insurance numbers before further meetings are held on the Town budget.
- **Building Renovation:**  
The Foundation has put together an action committee for getting out the vote for the referendum. Efforts will include: Facebook page, website info, phone bank, mailers, editorials. The next meeting of the referendum committee will be Thursday, September 29, 2016 at 6 PM. This will be posted as a possible quorum of the Library Board.

**New Business:**

- **Demmer Trust:**  
Vicki shared a letter received from U.S. Bank regarding the management of the Demmer Trust, informing us of the change from individual management of the trust to an investment administration team. Discussion of follow-up correspondence followed.

- Library Mission Statement:

Discussion of sample mission statements and general philosophy regarding what this board would like to see in a mission statement. Further discussion and action will be taken at future meetings.

**Comments from citizens:**

There were no citizen comments.

**Next Meeting: October 18, 2016, 4:30 p.m.**

There being no further business, Dianna made a motion to adjourn, seconded by Laura. All ayes, motion carried. The meeting adjourned at 5:30 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes October 18, 2016  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Vicki Reuling, Laura Wipperman

Absent: Catherine Marshall, Kathleen Olkowski

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 Laura, seconded by Paul Kaiser, to approve the minutes of the September 20 regular meeting as presented. All ayes, motion carried.

**Correspondence:** Erica noted that a correspondence (thank yous) received are posted at the front desk, so check there. Also, several short videos of children speaking about what they like about the library/look forward to with the renovation posted to the Referendum Facebook page.

**Committee Reports:**

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

**Oneida County Library Board:** The Oneida County Library Board took their 2017 budget request to the Oneida County Administration Committee on 10/11. It was approved to be forwarded to the full County Board in November.

**Director's Report:**

Following the torrential rain the previous evening, but no water was found in the building. Erica updated the quarterly usage count numbers for October. Some discussion of the Pumpkin Fest book sale and how it compared to the former monthly book sales.

**Budget Review:**

Motion by Steve, seconded by Paul, to approve vouchers 126 - 142 for September-October 2016 for payment from the Town Account and checks from Special Account. All ayes, motion carried.

The 2016 expenditures to date were reviewed.

Motion by Laura, seconded by Steve to approve the quarterly transfer for fines and copies was reviewed. All ayes, motion carried.

**Old Business:**

- **2017 Operational and Capital Budget:**

Erica informed the library board that the estimated health insurance line has been reduced by \$2,518.77 (subject to yet more change). The Town Clerk has requested removing \$3,500 for a copier and \$1,700 for computers from the capital budget, while leaving in the funds requested for fixing the lower level HVAC system in the budget. Discussion followed regarding concerns over allocating the funds and identifying other sources for those funds. Decision to allow the changes made by the Town to stand in interest of getting the deferred maintenance addressed.

- **Building Renovation:**



The Foundation action committee continues to make phone calls and a mailer will go out this week. No additional letters to the editor have been published. The Town Budget Meeting will be held on November 15. Discussion regarding next steps following the referendum followed.

- Library Mission Statement:

Catherine Marshall has been doing research on mission statements vs. values statements. Catherine provided a handout that was included in the packet, but was unable to attend this meeting. The board complimented her efforts and will table further discussion until she can participate.

**Comments from citizens:**

There were no citizen comments.

**Next Meeting: November 15, 2016, 4:30 p.m.**

There being no further business, Dianna made a motion to adjourn, seconded by Paul. All ayes, motion carried. The meeting adjourned at 5:30 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes November 15, 2016  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, 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 4:30 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 Dianna Blicharz, seconded by Paul, to approve the minutes of the October 18 regular meeting as presented. All ayes, motion carried.

**Correspondence:** Erica received an e-mail from Melody Hamlin following the release of the results of the referendum, confirming that she, with her new consulting architecture firm is still interested in assisting with the design process. Erica responded with an acknowledgement and a thanks for continued interest.

**Committee Reports:**

**Three Lakes Public Library Foundation:** Library Foundation will meet on Monday, November 21.

**Oneida County Library Board:** The Oneida County Library Board will meet this Thursday, November 17. The OCLB budget was included in the whole budget and was forwarded for approval by the Oneida County Board at their Annual Budget Meeting on November 15. No information was reported by the time of the Demmer Library Board meeting.

**Director's Report:**

No comments on the Director's reports. Erica announced that the 2<sup>nd</sup> annual quilt auction will be held on Monday, December 5. This year will be silent auction only – no live auction. Quilts will go on display starting next week, and the silent auction will begin with the "Jingle Mingle" weekend the Saturday after Thanksgiving. There will be a soup and pie food contest for entertainment.

**Budget Review:**

Motion by Steve, seconded by Catherine, to approve vouchers 143 - 160 for October-November 2016 for payment from the Town Account and checks from Special Account. All ayes, motion carried.

The 2016 expenditures to date were reviewed.

**Old Business:**

- **2017 Operational and Capital Budget:**  
Erica shared copies of the 2017 proposed operational and capital budget, which will be part of the Town Budget at the annual meeting later this evening.
- **Building Renovation:**  
The Demmer Library referendum question passed 817 to 718 on November 8, 2016. The Town Budget Meeting follows this board meeting. Discussion followed about how to move forward at the Budget Meeting tonight and/or at the regular Town Board meeting following the Budget Meeting.
- **Library Mission Statement:**  
Tabled until the next meeting.

### **New Business:**

- **Board members with expiring terms:**

Vicki and Paul both have terms that expire at the end of 2016. Paul will accept to renew for another term on the board. Vicki announced that she has chosen not to continue in her place on the board. She will remain on the Foundation board and will be “at the service” of the board. Trustees expressed their concern with timing for Vicki’s resignation at this point in the building campaign. Discussion followed of individuals who could possibly be invited to consider applying for the board.

- **Director Evaluation:**

Vicki will ask Laura to spearhead the evaluation process. She will ask her to forward the materials to the board members.

- **Personnel Policy Review:**

Paul and Catherine met with Erica to review the first half of the personnel policy. Erica now has a list of notes and questions to follow up on for that portion. They will schedule a meeting to cover the second half later in the month.

The Demmer did participate in a grant program offered by Northwoods LEAN. Part of the requirement for that grant is that a wellness policy be created in the personnel policy and approved by the Board of Trustees by December 31, 2016. Erica will work with Catherine and Paul to bring a wellness policy to the December meeting for approval.

### **Comments from citizens:**

There was a citizen comment requesting information on how to participate in the annual budget meeting specific to the Library referendum.

### **Next Meeting: December 20, 2016, 4:30 p.m.**

There being no further business, Catherine made a motion to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 5:23 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes December 20, 2016  
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 Wiperman

Absent:

Other Attendees: Erica Brewster

Vicki Reuling called the meeting to order at 4:34 p.m.

**Agenda:**

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

**Approval of Minutes:** Motion by Paul Kaiser, seconded by Dianna Blicharz, to approve the minutes of the November 15 regular meeting as presented. All ayes, motion carried.

**Correspondence:** There have been further compliments on the post cards sent by the Foundation prior to the referendum.

**Committee Reports:**

**Three Lakes Public Library Foundation:** Library Foundation met on Monday, November 21. The Foundation sent out an annual appeal with a newsletter. People were given options for directing their funds. To date there has been about \$2,500 - \$3,000 received. The Foundation received an update on the current financial holdings and building planning progress. The next big agenda item was to discuss the future of library fundraisers (specifically, Spring Fling). There is interest in creating a more inclusive event (specifically children/family oriented). Several ideas were presented. Volunteers were selected for an ad hoc committee to review options. Next Foundation meeting will be January 9.

**Oneida County Library Board:** The Oneida County Library Board did not meet Thursday, November 17, due to lack of quorum. The next meeting is scheduled for Thursday, February 16, 2017.

**Director's Report:**

Some discussion about the future of the Quilt Auction – some quilts were held back from the auction, so another event will be scheduled in the spring or summer.

**Budget Review:**

Motion by Laura Wiperman, seconded by Catherine Marshall, to approve vouchers 160 - 178 for November-December 2016 for payment from the Town Account and checks from Special Account. All ayes, motion carried.

The 2016 expenditures to date were reviewed. The board expressed concern about the low gas bill. There was a recommendation to watch the bill and consider calling WPS to double check the meter.

Motion by Kathleen, seconded by Dianna, to approve payment of remaining bills through December 29, 2016.

**Old Business:**

- **2017 Operational and Capital Budget:**

Erica shared copies of the 2017 operational budget, approved at the Town Budget at the annual meeting on November 15.

- **Building Renovation:**

Vicki reported that she and Erica traveled to Hazelhurst to look at the new Town Hall that had been designed and renovated by Melody and Rick, now of Funktion Design Studio (spun off design firm from Becher Hoppe). Subsequently they met with Melody and Rick to discuss moving forward on the design. Melody and Rick also reported on a discussion with the Town, which seemed to indicate that the Town will not move very quickly on decisions. They have put out an RFP for further design proposals.

Erica received the Agreement for Professional Services from Funktion Design Studio. The board has not had to review the proposal. Discussion followed regarding next steps. Motion by Steve, seconded by Catherine, to table proposal from Funktion Design Studio until January to allow the board to have time to review the documents. All ayes, motion carried.

- Library Mission Statement:

Tabled until the next meeting.

- Board members with expiring terms:

The board reviewed the list of candidates submitted to the Town. One candidate is not a resident of the Town of Three Lakes, but does work and is involved with the school. Vicki reviewed the state statute and the by-laws of the Board. The statutes would allow for two non-residents to serve on the board, but the bylaws would require a change to allow two non-residents.

Motion by Steve, seconded by Dianna to forward Paul Kaiser and Dan McKissack as nominations for the seats on the Library Board. Five ayes and two abstentions. Motion carries.

Suggestion to place an agenda item to review residency requirement – and terminology for the individual who leads the group from “Chairman” to “President” to align with state Trustee terminology.

- Director Evaluation:

Discussion took place in the closed session portion of the meeting.

- Personnel Policy Review:

Erica included a draft wellness policy update to be included in the revised personnel policy. This section would need to be approved to complete the library’s participation in a grant program by Northwoods LEAN.

Motion by Steve, seconded by Catherine, to create a new section within the Personnel Policy as “Employee Wellness” including the wording as presented. All ayes, motion carried.

### New Business:

- Consider/approve 2017 Oneida County Library Board contract:

Motion by Steve, seconded by Laura to authorize the signing of the 2017 OCLB contract with the Demmer Library. All ayes, motion carried.

- Closed Session:

Vicki moved, seconded by Paul, 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 and set 2016 wages.)

- Roll call: Dianna: aye, Paul: aye, Kathleen: aye, Laura: aye, Catherine: aye, Steve: aye, Vicki: aye.

- Return to open session: Laura moved, Kathleen seconded to return to open session.

Paul moved, Laura seconded to approve a 3% cost of living and merit increase for library staff, based on performance evaluation reports taken in closed session. All ayes, motion carries.

Steve moved, Paul seconded to approve a \$500 bonus to be paid to the library director in recognition of completing the third of the four certification classes. All ayes, motion carries.

- Trustees Essentials:

Tabled until the next meeting.

- WVLS/DPI update – Public Library System Redesign:

Tabled until the next meeting.

**Comments from citizens:**

Members of the board expressed their deep appreciation for Vicki Reuling's 18 years of service to the library board, and for her serving as board president since 2008. They acknowledged that much of the building project would not have been possible without her leadership, and stated that her presence will be sorely missed in the future. Vicki assured the board that she will continue in her role on the Foundation and is willing to assist with tasks or mentor trustees as needed.

**Next Meeting: January 17, 2016, 4:30 p.m.**

There being no further business, Catherine made a motion to adjourn, seconded by Laura. All ayes, motion carried. The meeting adjourned at 6:28 p.m.

Respectfully submitted: Erica Brewster, Director