

Minutes January 24, 2017
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Catherine Marshall, Dan McKissack, Kathleen Olkowski

Absent: Laura Wipperman

Other Attendees: Erica Brewster

Catherine Marshall called the meeting to order at 4:38 p.m.

Agenda:

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

Approval of Minutes: Motion by Kathleen, seconded by Steve Garbowicz, to approve the minutes of the December 20, 2016 regular meeting as presented. All ayes, motion carried.

Correspondence: Erica has received a letter of interest from Dimension Madison Design Group in regards to responding to an RFP for the building proposal.

Erica also received the end-of-year summary statement for the Demmer Trust and has forwarded that on to the Trustees.

Committee Reports:

Three Lakes Public Library Foundation: Library Foundation met on Monday, January 9. The treasurer reported on the annual appeal, which brought in, to date \$12,320. \$6545 was directed to the building fund, and \$4875 was directed to staff choice, with the remainder to youth programming, technology, and furnishings. The Foundation discussed the status of the building project. No decisive course of action was recommended. Erica and Bob Werner measured the space between the buildings, estimating at most at most 1800 – 2200 square feet of buildable space might be available in the current footprint. No enthusiasm for entering into another building redesign phase. A decision was made to retire the traditional “Spring Fling” and replace it with an event at the Black Forest in May. The planning committee will report back at the Monday, February 13, meeting.

Oneida County Library Board: The Oneida County Library Board is scheduled to meet Thursday, February 16, 2017.

Director's Report:

Erica reviewed the director's report sent in the mail.

Budget Review:

Motion by Dianna Blicharz, seconded by Paul Kaiser, to approve vouchers 179 - 184 for the end of the year, 2016 and vouchers 1 – 11 for January 2017 for payment from the Town Account and checks from Special Account. All ayes, motion carried.

The 2017 expenditures to date were reviewed.

The board reviewed the 4th quarter 2016 fine and copy money to transfer to the non-lapsing account. Motion by Steve Garbowicz, seconded by Dianna Blicharz, to approve the transfer of \$831.43 (\$454.09 copier income, \$377.34 fines income) to the library non-lapsing account.

The board reviewed the end-of-year budget sheet and final non-lapsing transfer for 2016, as well as the Money Market property maintenance account balance. Kathleen suggested that the director share a written description of the financial reports and accounts for the new members.

Old Business:

- Building Renovation:

There will be a special meeting of the Town Board on Tuesday, February 6 to review the proposals received, and choose a design to move forward with. Discussion followed. Motion by Steve, seconded by Dianna, to table further discussion on the Funktion Design Studio proposal until after the special meeting.

- Library Mission Statement:

Tabled until the next meeting. Resend working documents and handouts so all board members have materials.

- Trustee Essentials:

Began discussion Chapter 13: Library Advocacy. Will continue conversation of Chapter 13 at the next meeting.

New Business:

- Introduction of new trustee Dan McKissack:

Catherine Marshall made a formal welcome to the library board. Dan gave his introduction.

- Election of library board officers for 2017:

Catherine declared the nominations for President open. Being that two members of the board are absent, motion was made by Steve Garbowicz, seconded by Kathleen to table the election of officers until the February meeting. All ayes, motion carried.

- Candidate Forum:

Board chose March 22 as the date. The Board will request that Vicki help coordinate. Ann Asbeck, Jeff Boehm, Mike Olkowski are running for Town Board Supervisor; Randy Ingram and Colette Sorgel are running for School Board. Stella Westfall is unopposed for Town Chair. Steve offered to help with questions; Dianna will assist with refreshments.

- Discuss future review of by-laws:

Tabled until the next meeting. Include copy of most recent bylaws in February board packet.

Comments from citizens:

Next Meeting: February 21, 2017, 4:30 p.m.

There being no further business, Kathleen made a motion to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 6:13 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes February 21, 2017
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Paul Kaiser, Catherine Marshall, Dan McKissack, Kathleen Olkowski, Laura Wipperman

Absent: Steve Garbowicz

Other Attendees: Erica Brewster

Catherine Marshall 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 Dianna Blicharz, seconded by Paul, to approve the minutes of the January 24, 2017 regular meeting as amended. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: Library Foundation met on Monday, February 13. The primary focus continued to be the revamping of Spring Fling. Melissa Werner is taking the lead in planning the event for Wednesday, May 10. The Foundation will meet again on Monday, March 13.

Oneida County Library Board: The Oneida County Library Board is scheduled to meet Thursday, February 16, 2017. The board is working to fill several vacancies.

Director's Report: Erica reviewed the director's report. Some discussion about planning for staff changes in 2017.

Budget Review: Motion by Kathleen Olkowski, seconded by Dan McKissack, to approve vouchers 12 - 22 for January-February 2017 for payment from the Town Account and checks from Special Account. All ayes, motion carried.

The 2017 expenditures to date were reviewed.

Old Business:

- Election of library board officers for 2017: Catherine called for nominations for President of the Board of Trustees for 2017. Dianna moved to nominate Paul. Kathleen moved to nominate Laura. Nominations closed. Catherine seconded the motion made by Dianna. Five ayes, one abstention, one absent; motion carried to elect Paul Kaiser as President of the Demmer Library for 2017.

Dianna moved to nominate for Laura for Vice-President. Nominations closed. Paul seconded the motion made by Dianna. All ayes, motion carried to elect Laura Wipperman Vice President of the Board for 2017.

Nomination for Kathleen for Treasurer. Nominations closed. Dianna seconded the motion. All ayes, motion carried to elect Kathleen Olkowski Treasurer for 2017.
- Building Renovation: Catherine reported on a meeting with Vicki, Janet, and Erica regarding how to proceed. Determined that the board should make a decision among 1) continue working with Melody (Funktion Studios), 2) return to working with Jody, or 3) creating an RFP to recruit a new architect. Erica also suggested the library board should also make a clear decision between Design-Bid-Build or Design-Build, at least in as far as it would restrict the choice in potential architects. The discussion suggested a preference for Design-Bid-Build. Further discussion followed about how to manage the process.

Motion by Laura to contact Jody Andres of Hoffman and request a similar service agreement proposal to that submitted by Melody Hamlin of Funktion Design Studio to allow the board to make a comparison between services and costs. Seconded by Dianna; all ayes, motion carries.

Motion by Catherine, seconded by Dianna, to establish a Design and Construction committee to review options for the expansion and remodeling of the EUD Library, report recommendations to the Edward U. Demmer Board of Trustees and Three Lakes Public Library Foundation, then monitor the progress of the project and perform other related activities as according to a scope of work to be set by the Board of Trustees. All ayes, motion carries.

Catherine volunteered as Trustee's representative to the Design and Construction Committee.

- Library Mission Statement: Tabled until the next meeting.
- Trustee Essentials: Continued discussion Chapter 13: Library Advocacy. Request to place discussion of annual point of emphasis or theme on future agenda. Opportunities for outreach to local community groups beyond the building fund – and for including the board in those meetings (not just the director). Inclusion of annual theme in electronic newsletter. Trustees expressed interest in attending future listening sessions. A request was made for name tags to be worn to such events.

Plan to discuss chapter 14, Open Meetings Law at the next meeting. Steve Garbowicz

- Candidate Forum: Discussed the notes for the forum.

Laura will serve as the emcee; Laura and Dianna will prepare refreshments and serve as greeters. Steve and Catherine will work on questions with Vicki and Anthony.

New Business:

- Demmer Public Library Annual Report: Motion by Laura, seconded by Paul to accept the report with changes as discussed and recommended, and approve submission to DPI by Friday, February 24, 2017.
- Statement concerning public library system effectiveness: Motion by Laura, seconded by Dianna to indicate that WVLS did provide effective leadership and adequately met the needs of the Edward U. Demmer Memorial Library in 2017, and to include the statement to comment on statement concerning system effectiveness. Also noted that Laura would have chosen an option, were it available to state that the system "met and exceeded" expectations in many areas of leadership, but also supported the statements with areas for improvement in the submitted statement.
- Demmer Trustee Bylaws: Changes as discussed will be made and presented at the next meeting for final approval.

Concerns and comments from trustees:

Discussion of future agenda items:

Comments from citizens:

Next Meeting: March 21, 2017, 4:30 p.m.

There being no further business, Dianna made a motion to adjourn, seconded by Kathleen. All ayes, motion carried. The meeting adjourned at 6:31 p.m.

Minutes March 7, 2017

Edward U. Demmer Memorial Library

Special meeting of the Library Board of Trustees

Trustee Attendance: Steve Garbowicz, Paul Kaiser, Catherine Marshall, Dan McKissack, Kathleen Olkowski, Laura Wipperman

Absent: Dianna Blicharz

Other Attendees: Erica Brewster, Tom Asbeck, Janet Dixon, Vicki Reuling, Mary Sowinski, Carly Ratliff

Paul Kaiser called the Library Board meeting to order at 4:30 p.m.

Agenda:

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

Building Update:

- Discussion of the possible timeline of the building project. Much of the construction, and at least part of the design, hinges on the timeline and design plan of the Town Office/PD construction project. At this time, it appears the Town is interested in constructing on the northwestern side of the lot, and keeping their existing offices intact until they can move into the new structure.
- The goal of the Town is to break ground the summer of 2017. Beyond this intention, there is no official word on when design plans will be drafted or finalized.
- Discussion of the \$900,000 in public funds pledged after the referendum in November 2016. Steve G. believes that this promised funding is secure, and likely will be combined with financing for the Town Office construction project, but did not know timeframe when this might happen. Trustees agreed that securing funds must occur before entering into negotiations or contracts with architects or designers. It is the role of the Library Board to assure this funding is available, and the Design and Construction Committee will be directed to plan for a \$2 million dollar project, including \$1 million from the Three Lakes Public Library Foundation, \$900,000 from the Town of Three Lakes, and \$100,000 from the Three Lakes Historical Society.

Governing document for Demmer Design and Construction Committee:

- The Board of Trustees reviewed and made changes to a draft governing document for the Demmer Design and Construction Committee.
- Steve G. strongly recommended that all meetings of the DCC comply with Wisconsin Open Meetings laws, including full posting of agendas and taking of minutes.
- Motion by Laura Wipperman, seconded by Kathleen Olkowski, to accept the document as amended, including the individuals nominated to the committee.

Commission members of the Demmer Design and Construction Committee:

- The nominated members of the Design and Construction Committee were introduced to the Board of Trustees.
- The Board of Trustees requested that Vicki Reuling, as delegate of the Three Lakes Public Library Foundation, chair the initial meetings to nominate a chair to be forwarded for approval to the Board of Trustees.
- Members of the DCC reviewed the proposed charter and asked questions and clarifications of the Board of Trustees.
- The nominated members agreed on an initial meeting date and agenda items.

Public Comment: A reminder of and invitation to the Candidate Forum on Wednesday, March 22 at the Three Lakes Center for the Arts.

Motion by Catherine Marshall, seconded by Laura Wipperman, 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 March 21, 2017
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Catherine Marshall, Laura Wipperman

Absent: Dan McKissack, Kathleen Olkowski

Other Attendees: Erica Brewster

Paul Kaiser 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 Catherine, seconded by Dianna Blicharz, to approve the minutes of the February 21, 2017 regular meeting as amended. All ayes, motion carried. Motion by Steve Garbowicz, seconded by Laura, to approve the March 7, 2017 special meeting minutes. All ayes, motion carried.

Correspondence: Janet Dixon sent a donation acknowledgement letter to the Board of Trustees thanking them for their donation in honor of retired board president Vicki Reuling, which was used to purchase two books for the collection.

Committee Reports:

Three Lakes Public Library Foundation: Met on Monday, March 13. Continuing to plan for the “new” Spring Fling to be held on May 10 at the Black Forest. The ticket prices will increase and the total number of seats is less than previous. Three quilts will be auctioned at the event.

Oneida County Library Board: The OCLB met on Thursday, March 3. The board accepted the resignations of three of the members and nominated three individuals to be forwarded to the Oneida County Board for appointment to the OCLB. Following successful appointments, election of officers will be held at the next OCLB meeting in May. The existing OCLB signed the annual contracts with the three Oneida County libraries.

Demmer Design and Construction Committee: The board reviewed the draft minutes of the March 16, 2017 meeting of the DCC. Members of the DCC moved and approved a recommendation to the Library Board to nominate Vicki Reuling as chair of the DCC. Steve moved, Laura seconded to accept the recommendation and approve Vicki as chair of DCC. All ayes, motion carried.

Director's Report:

The board reviewed the director's report. Some discussion about planning for staff changes in 2017. Laura and Erica expanded on the work being done with Sugar Camp school to bring library services to elementary students and teacher Ali Pichowski for summer intern work.

Budget Review:

Motion by Catherine, seconded by Dianna, to approve vouchers 23 - 38 for February - March 2017 for payment from the Town Account and checks from Special Account. All ayes, motion carried. Motion by Steve, seconded by Catherine, to approve the expenditures from the Special Account as presented.

The 2017 expenditures to date were reviewed.

Old Business:

- **Building Renovation:** Per the Library Board request, Hoffman Planning, Design & Construction, Inc., submitted a proposal for architectural/design services. The board agreed to forward it on to the DCC for consideration at

their next meeting. They also asked to forward on the proposal received from Funktion Design Studios to the DCC.

- Library Mission Statement: Tabled until the next meeting.
- Trustee Essentials: Discussion of Chapter 14: Open Meetings Law. The board reviewed practices for public access, agenda posting, voting, walking quorums, etc., to assure compliance with the letter and spirit of the law.
- Candidate Forum: Reviewed final details for the forum to be held Wednesday, March 22.
- Demmer Trustee Bylaws: Discussion of proposed revisions to the by-laws. Edits were made and a next draft will be presented for discussion and/or approval at the next board meeting.

New Business:

- Approve final At-Large member of the DCC: Motion by Steve, seconded by Dianna to approve Rosie O as the third and final at large member of the DCC.
- Library Advocacy Theme: Will continue to be worked on as needed for rollout in January 2018.
- Review order of standing agenda items and select priorities: Discussed prioritization and organization of future meetings. The board will return to discussion of advocacy theme later in 2017, and will address the mission statement discussion in lieu of Trustee Essentials for the next meeting.

Concerns and comments from trustees:

Laura and Dianna will work with each other to determine who will retain the appointment as the school delegate.

Discussion of future agenda items:

Review Financial Policy; review mission statement in lieu of Trustee Essentials in April. Change wording of this agenda item to "Proposal of future agenda items."

Comments from citizens:

Next Meeting: April 18, 2017, 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 6:21 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes April 18, 2017
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent:

Other Attendees: Erica Brewster, Tom Asbeck, Vicki Reuling

Paul Kaiser called the meeting to order at 4:31 p.m.

Agenda: Motion by Dan McKissack, seconded by Catherine Marshall, to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes: Motion by Steve Garbowicz, seconded by Dianna Blicharz, to approve the minutes of the March 21, 2017 regular meeting as amended. All ayes, motion carried. All ayes, motion carried.

Correspondence: Board members are invited to a farewell/bridal shower open house for Stacey Orr on Wednesday, May 3, 4:30 – 6 PM.

Committee Reports:

Three Lakes Public Library Foundation: Met on Monday, April 10 to continue planning for the “new” Spring Fling on May 10 at the Black Forest. Early bird ticket price ended on April 16; 43 of 60 available tickets have been sold so far.

Oneida County Library Board: The next OCLB meeting will be Thursday, May 11. That meeting will focus on orienting the new members. There have been some changes to the Vilas County libraried towns structure that will have an impact on reimbursements to the Oneida County libraries. We hope to get more information at this meeting.

Demmer Design and Construction Committee: The board reviewed the approved minutes from the March 27 meeting and draft minutes of the April 6, 2017 meeting. Vicki gave an oral update in addition to the minutes. The DCC is reviewing a process for selecting an architect. On April 6, the DCC decided they would interview Hoffman and Funktion. They are working on developing questions for the architect interview. Erica was also directed to request Funktion respond to the same request that was made of Hoffman earlier this year.

Director's Report:

The board reviewed the director's report. Erica further discussed the situation with the fire control panel.

Budget Review:

Motion by Dianna, seconded by Laura, to approve vouchers 40 - 51 for March – April 2017 for payment from the Town Account. All ayes, motion carried. Motion by Steve, seconded by Catherine, to approve the expenditures from the Special Account as presented. All ayes, motion carried.

The 2017 expenditures to date were reviewed.

Motion by Dianna, seconded by Catherine, to approve the 1st quarter transfer of \$927.20 (\$454.80 copier income, \$472.40 fines income) to the library non-lapsing account.

The board reviewed the 1st quarter library accounts report.

Old Business:

- Library Mission Statement: Catherine recommended establishing a working group to develop 3 proposals for draft mission statements to be considered by the board. Dan and Laura volunteered and will report back.
- Demmer Trustee Bylaws: Tabled until the next meeting.
- Candidate Forum: Reviewed the forum held Wednesday, March 22. Discussed whether questions in the future should be more about specific issues facing the elected positions rather than questions about the philosophical approach of the candidates. Need to develop a system for soliciting specific, useful questions from the public. Acknowledged the error that the town board supervisor candidates did not rotate the candidate who answered the question first.

New Business:

- A/YA Librarian Job Description and Posting: Motion by Catherine, seconded by Laura to approve A/YA job description as presented. All ayes, motion carried. Motion by Catherine, seconded by Kathleen, to approve the job posting with the starting salary up to \$14/hour.
- Review Financial Policy: Tabled until the next meeting.

Concerns and comments from trustees:

Discussion of future agenda items:

Review Financial Policy; review/approve by-laws.

Comments from citizens: Tom Asbeck further commented on the work of the DCC in light of the changes of plans at the Town.

Next Meeting: May 23, 2017, 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 6:21 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes May 23, 2017
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent:

Other Attendees: Erica Brewster (library director), Vicki Reuling (chair, DCC)

Paul Kaiser called the meeting to order at 4:31 p.m.

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

Approval of Minutes: Motion by Catherine Marshall, seconded by Dianna Blicharz, to approve the minutes of the April 18, 2017 regular meeting as presented. All ayes, motion carried. All ayes, motion carried.

Correspondence: None received

Committee Reports:

Three Lakes Public Library Foundation: Spring Fling was a success...event included dinner, dessert auction, "Books for Bucks" event. Annual meeting will be held on June 5, 2017 at 6:30 PM which will include a final financial report on the Spring Fling, the designation of those funds, plus an annual financial report of the foundation's holdings, and officer elections.

Oneida County Library Board: Met on May 11, 2017. The meeting was mainly targeted at orientation/training for new county library board members. The next meeting will be held on July 13, 2017.

Demmer Design and Construction Committee: Will be holding architect interviews on 5/31 with Hoffman and Funktion – the two architects the library has worked with on the two previous designs. The committee has developed interview questions and a grading matrix for those interviews. Based on the complexity of steps involved in gaining approval of the various parts of the project, and are suggesting Paul as president and representative of the library board, send a letter to the Three Lakes town board to confirm/determine the proper steps to be taking. Motion by Kathleen, seconded by Dan to move to the agenda item regarding discussion/approval of the letter. All ayes, motion passed.

Director's Report:

The board reviewed the director's report. Erica further discussed the situation with the fire control panel.

Budget Review:

Motion by Catherine, seconded by Steve, to approve vouchers 52 - 66 for April-May 2017 for payment from the Town Account. Motion by Kathleen, seconded by Laura to approve checks from Special Account. All ayes, motion carried.

The 2017 expenditures to date were reviewed.

Old Business:

- **Library Mission Statement:** Tabled to June meeting.
- **Demmer Trustee Bylaws:** Motion by Catherine, seconded by Laura, to approve the bylaws as amended. All ayes, motion carries.
- **Review Financial Policy:** Tabled to June meeting.

New Business:

- Discuss/approve letter to town board from library board on behalf of DCC: the board reviewed and discussed the draft letter. Motion by Laura, seconded by Steve to approve the letter as edited. All ayes, motion carries.
- Discuss/Approve job description for Assistant Director/Technical Services Librarian: Discussed the draft job description and announcement. Steve moved, Laura seconded to accept the job description with edits. All ayes, motion carries.
- Discuss/Approve Kozar fire alarm replacement: Discussed the quote for fire alarm replacement from Kozar Technologies. Motion by Laura to accept the fire alarm replacement using funds from the non-lapsing account. Catherine seconded, all ayes, motion carries.
- Discuss/Approve 2018 County budget request: Discussed the annual request for \$42,624. Motion by Laura to approve the request as presented. Steve seconded, all ayes, motion carries.
- Discuss/Approve 2018 cross border payment request: Discussed the Act 420 letters to be sent to Forest and Lincoln counties. Motion by Kathleen, seconded by Dianna to approve the cross-border letter to be sent to the Forest County clerk. Motion by Catherine, seconded by Laura, to approve the cross-border letter to be sent to the Lincoln County clerk. All ayes, motion carries.
- 2018 capital budget: addressed a question from the DCC about placing the funding for the library construction on the 2018 capital budget. Motion by Steve to table placing the funding for the remodel/expansion project until receiving direction from the letter. Seconded by Catherine. All ayes, motion carries.

Concerns and comments from trustees: Laura has submitted her letter of retirement to the School District of Three Lakes. Once that has been finalized, Dianna will work Dr. Karling to request the school appointment to the board be transferred to her.

Discussion of future agenda items:

Discuss date for July meeting. Will review whether a change will be necessary at the June meeting.

Comments from citizens: None

Next Meeting: June 20, 2017, 4:30 p.m.

There being no further business, Laura made a motion to adjourn, seconded by Steve. All ayes, motion carried. The meeting adjourned at 5:51 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes June 20, 2017
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent:

Other Attendees: Erica Brewster (library director), Vicki Reuling (chair, DCC), Tom Asbeck (member, DCC)

Paul Kaiser 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 Kathleen Olkowski, seconded by Dianna Blicharz, to approve the minutes of the May 23, 2017 regular meeting with edits noted by Erica. All ayes, motion carried. All ayes, motion carried.

Correspondence: The letter received from the Town of Three Lakes in response to the letter requesting guidance in obtaining town funding for the library building project was shared and discussed.

Committee Reports:

Three Lakes Public Library Foundation: The foundation met on June 5, 2017 for their annual meeting. Officers were (re)elected to 2017-2018 terms. Ron Patterson presented the annual financial report on the foundation's investments. Foundation voted to move to be more conservative with the investments as we approach an actual building project. Spring Fling netted a little over \$2,100. There are a few "Books for Bucks" books/prizes, which may be promoted at the July 4 book sale, and could bring in some additional funding.

Oneida County Library Board: The next meeting will be held on July 13, 2017.

Demmer Design and Construction Committee: Catherine and Erica reported on the architect interviews held on May 31. Funktion Design Studios and Hoffman... were invited to interview. Prior to the interviews the committee spent several meetings to develop questions, scoring system, and general planning for the interview, including reviewing the proposals received from the two firms. The day of, the firms began with a presentation and the DCC members asked questions. Members of the committee filled out the score sheets and the tallies were tabulated. Following the interviews, three references for the leading firm were called. Paul complimented the professionalism of the process used. Some discussion followed regarding next steps in contracting. Vicki suggested the library board give some thoughts as to where the costs for the initial design services should come from.

Director's Report:

The board reviewed the director's report. No comments or questions.

Budget Review:

Motion by Steve, seconded by Catherine, to approve vouchers 67 - 80 for May-June 2017 for payment from the Town Account. Motion by Catherine, seconded by Laura to approve checks from Special Account. All ayes, motion carried.

The 2017 expenditures to date were reviewed.

Old Business:

- **Library Mission Statement:** Laura and Dan reviewed other mission statements and have developed a draft statement for the board's consideration. Motion by Dianna, seconded by Catherine to adopt the presented draft

mission statement as the Demmer's official mission statement. All ayes, motion carries. Discussion on future uses and display.

Dan left at 5:20 PM.

- Review Financial Policy: Motion by Steve, seconded by Catherine to approve the financial policy as amended and presented. All ayes, motion passes.

New Business:

- Discuss/approve recommendation of DCC for architect to provide design services: DCC recommended Hoffman Planning, Design & Construction to the board of trustees for consideration for entering into a contract. Motion by Laura, seconded by Dan to accept the recommendation of the building committee in hiring an architect. All ayes, motion passes.

- Staff Vacancy:

Motion by Steve, seconded by Dianna to move into closed session at 17:26 in accordance with Wisconsin Statutes 19.85 (1) (a)-(j) for the following purpose: (c)"considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility". Roll call vote: Steve – aye, Dianna – aye, Catherine – aye, Kathleen – aye, Paul – aye, Laura – aye.

Steve left the meeting at 5:53 PM.

Motion by Kathleen, seconded by Laura, to return to open session at 17:56 to act on any matter(s) that were discussed in closed session requiring committee action. Roll call vote: Kathleen – aye, Catherine – aye, Dianna – aye, Laura – aye, Paul – aye.

Motion by Laura, seconded by Catherine to direct Erica to offer the salaries as discussed in closed session. All ayes, motion carries.

- Discuss/approve library internship: Anya Fairchild has expressed interest in a summer library internship, as described on the handout. The Foundation has agreed to donate \$500 for this. Request for additional \$500 from Stacey's salary savings. Catherine moved, Laura seconded to allocate \$500 for the library intern. All ayes, motion passed.
- 2018 Budget Process: The budget packet was sent on June 5, while Erica was on vacation. She noted that the budget timeline has moved up, leaving very little time between receiving 6 month totals and submitting a budget. The board will meet on July 11 to review a draft budget for submitting to the town on July 12.

Concerns and comments from trustees:

Future agenda items: Operating and capital budget. Assign Trustee essentials, DCC report on architect

Comments from citizens: None

Next Meeting: July 11, 2017, 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 6:19 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes July 11, 2017
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Paul Kaiser, Catherine Marshall, Kathleen Olkowski, Dan McKissack

Absent: Laura Wipperman, Steve Garbowicz

Other Attendees: Erica Brewster (library director), Vicki Reuling (chair, DCC), Tom Asbeck (member, DCC)

Paul Kaiser called the meeting to order at 4:31 p.m.

Agenda: Motion by Catherine Marshall, seconded by Dan McKissack, to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes: Motion by Dianna, seconded by Catherine, to approve the minutes of the June 20, 2017 regular meeting. All ayes, motion carried. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: The foundation's next meeting is scheduled for July 24, 2017. Remaining items from "Books 4 Bucks" and some book bags sales raised funds at the 4th of July book sale. Additional funds have come for dedicated memorials.

Oneida County Library Board: The next meeting will be held on July 13, 2017.

Demmer Design and Construction Committee: Following board approval of selection of Hoffman Planning, Design, and Construction, Inc., the committee requested a contract for architectural services. Catherine reported on the last meeting of the DCC during which the draft contract from Hoffman Planning, Design, and Construction, Inc., was reviewed and discussed. The contract was included in board packets and further discussed in the agenda item under new items.

Director's Report:

The board reviewed the director's report. No comments or questions.

Budget Review:

Motion by Catherine, seconded by Kathleen, to approve vouchers 81 -89 for June-July 2017 for payment from the Town Account. Motion by Dan, seconded by Catherine to approve checks from Special Account. All ayes, motion carried.

The 2017 expenditures to date were reviewed.

Motion by Dan, seconded by Kathleen to approve the 2nd quarter non-lapsing transfer from fine and copier income.

Old Business:

- None.

Dan left at 5:20 PM.

New Business:

- 2018 Capital and Operational Budget: Motion by Catherine, seconded by Dan to approve the initial draft of the 2018 operational budget to the town. All ayes, motion passes. Motion by Dianna, seconded by Catherine, to approve the 6-year capital plan to be passed on to the town. All ayes, motion passes.

- Contract from Hoffman Planning, Design & Construction, Inc.: Vicki Reuling, chair of the DCC, reviewed the questions/concerns identified by the DCC. The DCC moved to request the library board approve taking this contract (with noted questions) to the town chair and then discuss and make changes to the contract as needed and agreed (as outlined in presented memorandum of understanding) to take back to the DCC to discuss with the architect at their next meeting before returning to the library board. Motion by Catherine, seconded by Dianna to forward the contract with the memorandum of understanding for discussion with town chair with the recommendation that, the town be designated as the Owner, and per Article 5, Section 5.3 of the contract, the library board shall be the owner's representative. All ayes, motion passes.
Motion by Kathleen, seconded by Catherine, to utilize funds from the non-lapsing account to cover costs for the initial architectural design fees. All ayes, motion carries.
- Community Request: The board will wait for a formal request and to review the design for a plaque.
- Trustee Essentials: Paul will volunteer to take a lead on chapter 15, Library Board and Public Records Law, with Steve Garbowicz as backup, for the August meeting.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: August 15, 2017, 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 5:51 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes August 15, 2017

Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent: Dan McKissack

Other Attendees: Erica Brewster (library director), Vicki Reuling (chair, DCC), Tom Asbeck (member, DCC)

Paul Kaiser called the meeting to order at 4:31 p.m.

Agenda: Motion by Kathleen Olkowski, seconded by Catherine Marshall, to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes: Motion by Kathleen, seconded by Dianna Blicharz, to approve the minutes of the July 11, 2017 regular meeting. All ayes, motion carried. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: The foundation met on Monday, July 24, 2017. Primary discussion was about the building and renovation plans – an update was received from the chair of the DCC. The foundation is becoming more conservative with the investments as we move closer to construction. As fundraising continues, the foundation will move away from specific membership giving levels and focusing more on receiving donations towards specific projects, which will be reflected in the end-of-year giving letter. \$2000 raised at Spring Fling was approved for transfer to the library purchase of new books. An anonymous donation covered the purchase of the quilts.

Oneida County Library Board: The Oneida County Library Board met on August 10, 2017. They are continuing to work through the 2018 budget process and crafting the request for the county board. The board is also working on long-overdue updates to the bylaws. Received reports regarding proposals for a state-wide system rather than the various local systems through the Public Library System Redesign (PLSR) process.

Demmer Design and Construction Committee: Vicki Reuling provided an update on progress made since the library board met on July 11 and gave conditional approval to the contract, pending clarifications and changes proposed. The contract was then sent back to the DCC, which met on July 18 and had a conference call with Jody Andres of Hoffman to make the changes requested. The contract was immediately forwarded to the town board on July 18, and was approved and signed by Chair Jeff Bruss and sent to Hoffman. Jody and a second architect, Jon, came up to Three Lakes on August 4 and met with Janet, Erica, and Vicki for an initial coordination meeting. Hoffman has also established an online project coordination site.

Vicki met with Chair Bruss to determine exact parameters of the building space available. The topic of the town office complex and library expansion are now on the agenda for the town board following this evening. There is still a lot of support from the town chair for the project, but still a lot of unknowns about space available. The DCC will meet with Jody again on Thursday, August 24, at 1 PM.

Director's Report:

The board reviewed the director's report. Erica elaborated on several items in the report and responded to questions.

Budget Review:

Motion by Steve Garbowicz, seconded by Dianna, to approve vouchers 90 - 101 for July – August 2017 for payment from the Town Account. Motion by Steve, seconded by Catherine to approve checks from Special Account. All ayes, motion carried.

The 2017 expenditures to date were reviewed.

Old Business:

- 2018 Capital and Operational Budget: Erica reported on the outcome of the first budget hearing. The library's capital budget request was zeroed out, as most department's capital budgets were zeroed or drastically cut.
- Trustee Essentials: Steve led discussion on Chapter 15: Library/Library System Boards and the Public Records Law.

New Business:

Concerns and comments from trustees:

Future agenda items:

- Designation of records custodian

Comments from citizens: None

Next Meeting: September 19, 2017, 4:30 p.m.

There being no further business, Laura made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 5:51 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes September 19, 2017
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Steve Garbowicz, Catherine Marshall, Dan McKissack, Kathleen Olkowski, Laura Wipperman

Absent: Paul Kaiser

Other Attendees: Erica Brewster (library director), Vicki Reuling (chair, DCC)

Laura Wipperman called the meeting to order at 4:35 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 Kathleen Olkowski, to approve the minutes of the August 15, 2017 regular meeting with the change of the reported date for the OCLB meeting. All ayes, motion carried. All ayes, motion carried.

Correspondence: None

Committee Reports:

Three Lakes Public Library Foundation: The foundation met on Monday, September 19, 2017. The foundation expressed approval of the draft conceptual design plans for the building and the process for using foundation money to pay the construction bills. The foundation has decided to move away from "membership level" and more towards donations towards specific asks or projects, or specific needs related to the building project.

Oneida County Library Board: The Oneida County Library Board hasn't met since the last library board meeting. They will schedule another meeting after the Oneida County budget hearings scheduled for early October.

Demmer Design and Construction Committee: Catherine Marshall provided an update on progress made since the library board met on August 15. The DCC met on August 24 and again on September 14 to review the developing designs. Jon Rynish has been the project architect working under Jody on the project and the committee has been very pleased with his work. Vicki Reuling then presented the draft designs updated 9/14/2017. The board expressed approval of the progress to date.

Director's Report:

The board reviewed the director's report. Erica elaborated on several items in the report and responded to questions.

Budget Review:

Motion by Catherine, seconded by Kathleen, to approve vouchers 101 - 119 for August – September 2017 for payment from the Town Account. Motion by Steve, seconded by Catherine to approve checks from Special Account. All ayes, motion carried.

Motion by Steve, seconded by Catherine to approve the payment of \$6,500 of the first portion of the contract for conceptual/schematic design portion of the 08/31/2017 invoice from Hoffman Planning, Design & Construction.

The 2017 expenditures to date were reviewed.

Old Business:

- 2018 Capital and Operational Budget: Erica and Paul met with town chair Jeff Bruss on 8/16 to review the library's 2018 operating budget request. No further changes have been made to the library's portion of the town budget. As the 9/19 regular town meeting was waived, there will be no further special budget hearings until October or possibly November.
- Trustee Essentials: Tabled until October. Steve will lead the discussion on chapter 16: Ethics and Conflicts of Interest Laws Applying to Trustees.

New Business:

- Special Account information request: Erica reported on August 17 she received a request from the town clerk to have an itemized breakdown of funds received/spent in the board controlled fund accounts ("Special" account and "Property Maintenance" account) for the last 10 years. Erica responded explaining that as those were board controlled funds, she felt necessary to have direction of the board. The board would like to know if this is a public records request, and if so requested she respond with copies of the monthly Special Account reports and charge for time and copies.
- Review process for paying construction bills: Erica, Vicki, and Nancy Kimla (library foundation treasurer) met with town clerk Sue Harris and town treasurer Lanea Kowalski to describe a process for payment of library construction bills in a timely and transparent manner. Board members received the proposed outline in their packets. The foundation reviewed the process at their meeting on 9/18 and agreed to it. The board suggested requesting a summary of the reimbursable, and clarification of what step of the contract is being billed.
- Discuss/approve use of remaining funds in non-lapsing account: Approximately \$41,000 of undesignated funds remains in the library's non-lapsing account. Motion by Dianna, seconded by Dan McKissack to designate \$30,000 of non-lapsing funds to be moved to the 2018 capital budget for costs relating to construction project. All ayes, motion carries.
- Discuss/approve resolution to allow payment of bills in advance of board meetings: Steve outlined methods used by different boards to address this issue: 1) special meetings to approve payment of bills; 2) appointing an executive committee of the board to approve bills; 3) creating a resolution to allow bills be paid before the meeting with the bill approved at the next regular meeting. Discussion of how to maintain accountability with those options. The board will request Hoffman explain their certification process and billing process at the next DCC meeting on 9/28 and have the DCC discuss how they would handle the process and consider selection of general contractor/construction management.

Concerns and comments from trustees:

Future agenda items:

- Review the role of the DCC in the construction process as described in the charter

Comments from citizens: Vicki raised the question about contacting the Demmer Trust, and offered to assist with getting a letter sent.

Next Meeting: October 24, 2017, 4:00 p.m. or 4:30 pm.

There being no further business, Dianna made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 6:08 p.m.

Minutes October 3, 2017

Edward U. Demmer Memorial Library

Special meeting of the Library Board of Trustees

Trustee Attendance: Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Catherine Marshall, Dan McKissack, Laura Wipperman

Absent: Kathleen Olkowski

Other Attendees: Erica Brewster, Vicki Reuling, Jon Rynish (Hoffman architect), Tom Asbeck, Janet Dixon, Katie Kirby (Historical Museum)

Paul Kaiser called the Library Board 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.

Building update: Jon Rynish from Hoffman introduced the purpose of this meeting as the milestone point of finalizing the schematic design: right spaces, right sizes, correct adjacencies. Will still have changes and refinement to design, but big picture pieces are in place.

Jon walked the board through the updates and changes made to the design since the 9/19 library board meeting and preliminary cost estimates.

Receive recommendation from DCC re: schematic design proposal: Motion by Tom, seconded by Rosie to recommend to the library board to accept the schematic design phase as presented by the Hoffman architects as of 9/28/2017 with the considerations as discussed by the committee at the 9/28/2017 meeting of the DCC. All ayes, motion carries.

Discuss/approve project schematic design: Motion by Laura, seconded by Dianna, to accept the Design and Construction Committee's recommendation as presented. All ayes, motion carries.

Review Design Milestone Schedule and next steps: Jon reviewed the design milestone schedule document, beginning with consulting with design engineers (civil engineering, geotechnical review, furniture/fixtures/equipment, electrical, mechanical, etc.). Next milestone will be design development sign off. Design details and choices will be completed at that time. Discussion about processes for next town meetings and approvals needed. Also reviewed process/timeline for paying bills, and construction schedule. The DCC will meet next on Tuesday, October 17, 2017 at 3 PM without the architects, and meet again on Thursday, October 19, 2017 at 1:30 PM with the architects.

Public Comment: Janet Dixon, representative of the Demmer staff to the DCC, requested the library board consider the ramifications on staff to operating off site for the duration of the construction – whether staff will be furloughed or have duties drastically changed – and to have the staff informed of these changes as soon as possible. The board agreed that it was important to keep the staff informed of these changes, but details would have to be worked out once the temporary location is identified.

Motion by Steve Garbowicz, seconded by Catherine Marshall, to adjourn the Library Board meeting. All ayes. There being no further business, the meeting was adjourned at 5:17 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes October 24, 2017

Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent:

Other Attendees: Erica Brewster (library director), Vicki Reuling (chair, DCC)

Paul Kaiser called the meeting to order at 4:02 p.m.

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

Approval of Minutes: Motion by Laura, seconded by Steve, to approve the minutes of the September 19, 2017 regular meeting as presented. All ayes, motion carried. Motion by Steve, seconded by Catherine Marshall, to approve the minutes of the October 3, 2017 special meeting as presented. All ayes, motion carried.

Correspondence: Former trustee Sarah Ewing's husband, Jack, passed away a week ago Thursday. There will be an open house memorial at Sarah and Jack's home tomorrow, October 25. All are invited.

Committee Reports:

Three Lakes Public Library Foundation: The foundation met on Monday, October 16, 2017. The foundation was informed of the additional \$30,000 transferred to capital funds from the nonlapsing account for 2018. The foundation charged the fundraising committee with creating a holiday postcard to continue fundraising efforts. Foundation members are working on closing out pledges. Vicki and Erica will present to the Eagle River Rotary on November 27. Other fundraising avenues are being pursued.

Oneida County Library Board: The Oneida County Library Board met briefly on October 4, 2017 to adjust the budget per the budget request from Antigo which was received per state requirements. The library budget was presented and approved by the Oneida County Administrative Committee on October 12. It will be forwarded to the full Oneida County Board for approval as part of the entire county budget on November 14. If passed in the whole, the amount for the Demmer would be \$43,642, \$1,000 increase over past years.

Demmer Design and Construction Committee: Catherine Marshall provided an update on progress made since the library board met on October 3. The conceptual design was presented to the town board on October 3, and was forwarded to the Plan Commission, which meets at 5:30 PM this evening. The committee has met several times since October 3, including design details such as exterior materials, colors, etc. Other discussions include more of the construction management decisions, responsibility of the architect during process, etc. One item that is being turned to the library board for discussion is library security, including CCTV, etc. Laura volunteered to research what other area libraries use. Erica also suggested that a conversation with Kozar which supplies the fire alarm control, as well as a conversation with Chief Lea, especially as there likely will also be security considerations for the town building next door.

Vicki Reuling reported that she and Tom Asbeck met with DeLeers, which is doing the design for the proposed new town office next door. They are on the same timeline, so it would be a consideration to look at coordinating with them for efficiencies or opportunities for cost savings.

The DCC also approved a \$2,500 contract for geotechnical engineering, which has been signed by town chair Jeff Bruss. This action is under the purview of the DCC charter.

The DCC continues to be challenged by balancing the design considerations and the budget.

Director's Report:

The board reviewed the director's report. Erica followed up on the leaking water heater – the plumber said that it could limp along for a while, so possibly could last until construction begins. She did receive a quote of \$655 for labor and parts, if replacement is needed. She also spoke to the architects about the problem and options for the new building. They will speak to the mechanical engineers and plumbing and follow up.

Budget Review:

Motion by Steve, seconded by Laura Wipperman, to approve vouchers 119 - 135 for September – October 2017 for payment from the Town Account. Motion by Catherine, seconded by Steve to approve checks from Special Account. All ayes, motion carried.

Motion by Steve, seconded by Catherine to approve the payment of \$18,754.70 for the second portion of the contract for design portion of the 09/30/2017 invoice from Hoffman Planning, Design & Construction. All ayes, motion carried.

The 2017 expenditures to date were reviewed.

The architects have clarified the process for payment of most construction bills. The architect will compile and review contractor (including subcontractor) invoices and will submit one bill to be paid on the 5th of each month, including Sue Harris, town clerk, Erica Brewster, library director, and Vicki Reuling, DCC chair on the e-mail. The bill will be reviewed by the DCC, then forwarded for approval by the foundation (meeting on the 3rd Monday of the month), the library board (meeting on the 3rd Tuesday), and to the town (meeting on the 3rd Tuesday), and paid before the end of the month.

Motion by Steve, seconded by Dianna, to approve the 3rd quarter transfer of \$1,289.93 (\$722.00 copier income and \$517.93 fines income) to the library non-lapsing account. All ayes, motion carried.

The board reviewed the 3rd quarter special funds account balances, noting that a new special account was opened at mBank (and retroactively approved by the town board on 10/17 because it was opened using the town tax ID number). After a period of transition, this will become the main account for the library's main board controlled funds account, as mBank still has a coin counting machine and can provide the other services needed. The BMO special account will be closed.

Old Business:

- 2018 Capital and Operational Budget: Erica included in the board packet a copy of communication with town chair Jeff Bruss in response to action taken at the 10/3 and 10/17 special budget hearings. Discussion and minutes of the 10/3 town budget hearing meeting were unclear about the intention of a recommendation for a 2% reduction to the library budget and whether it applied to the proposed 2% staff salary increases or the entire operating budget. Published budget numbers at the 10/17 hearing indicated the 2% applied to the entire operating budget. The board recommended that Erica and Paul still have a conversation with chair Jeff Bruss and town clerk to have an investigative discussion and begin a proactive budget discussion to address potential impacts for 2019. Erica presented a surgical option to addressing the 2% which limited impacts on staff to no 2% increase and limiting number of hours worked in a year but not impacting public service hours, and spread out the impact over a variety programs and budget areas. The trustees expressed disappointment that they couldn't provide an increase in financial compensation to the staff who merited it, and hoped they could address that in 2019. They also expressed a strong desire to maintain the level of service and open hours especially in light of a newly remodeled facility.

- Trustee Essentials: Tabled until November meeting. Steve will lead the discussion on chapter 16: Ethics and Conflicts of Interest Laws Applying to Trustees.
- Discuss/approve resolution to allow payment of bills in advance of board meetings: Reviewed option of creating executive committee of board vs. paying bills according to the process described above. Preference is for maintaining status quo of approval at board meeting. If a special meeting is required, the DLBT will call said meeting.

New Business:

- Discuss/approve request for funds from Demmer Trust: Reviewed a copy and edited version of a letter requesting support from the Demmer Trust for itemized upgrade and renovation costs per the itemized list received from Hoffman. Further edits were suggested and a final version will be sent in Paul's name.
- Review role of DCC in the construction process as described in the charter: Tabled until the next meeting.
- Review/discuss reporting on building expenses: Discussion/review of process to date. The board is comfortable with any documentation and reporting that is asked for by foundation and DCC and town.
- Discuss logistics for library services during construction: Erica presented some best practices she learned on her library tour in the Pacific Northwest, including ideas for providing public services from one location while maintaining the collection from a secondary (staff only) location during construction. The board agreed that would be a good option to pursue. Paul and Dianna agreed to be the board representatives to assist with research.
- Nancy retirement gift: Contributions to the cost of the balsam fir are welcome.

Concerns and comments from trustees: None heard.

Future agenda items:

Comments from citizens: None heard.

Next Meeting: November 21, 2017, 4:00 pm.

There being no further business, Laura made a motion to adjourn, seconded by Steve. All ayes, motion carried. The meeting adjourned at 5:26 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes November 7, 2017

Edward U. Demmer Memorial Library

Special meeting of the Library Board of Trustees

Trustee Attendance: Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Catherine Marshall, Dan McKissack, Laura Wipperman

Absent: Kathleen Olkowski

Other Attendees: Erica Brewster, Vicki Reuling, Janet Dixon

Paul Kaiser called the Library Board meeting to order at 4:33 p.m.

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

Building update: Catherine reported on the November 1, 2017 DCC meeting. It was a long agenda that covered a lot of details on the project. The DCC had a deep discussion with the architects about choice of materials and comparative costs. The committee is working to address cost-benefits and aligning the project budget with funds available.

Receive recommendation from DCC re: design/elimination and related cost of electrical “alcove” in schematic design:

The DCC reported on the discussion of the “alcove” that was kept in the plan due to the cost of moving the electrical panel. Consensus from every DCC meeting and the Plan Commission was that that was a detrimental feature for a variety of reasons (roof lines, unusable outdoor space, loss of square footage in young adult area and loss of visibility in that space) and asked Hoffman for a specific cost related to moving the electrical service. On November 1, Hoffman architects reported that the cost of moving the alcove would be \$30,000.

Because the project was already overbudget by \$192,000, adding the cost of \$30,000 would increase the overage. Efforts to reduce the costs and raise funds have resulted in some good news. The Three Lakes Public Library Foundation met on November 6 and Dianna reported they made a commitment to support the project to the best of its ability beyond the \$1 million raised. Also, the project budget does include an amount of approximately \$175,000 for furniture and fixtures. Some of that \$175,000 is committed to fixed costs, but there is room for to accommodate the \$30,000 cost increase.

Discuss/approve design changes and expense related to electrical alcove: Motion by Steve Garbowicz, seconded by Catherine, to follow the recommendations of the Design and Construction Committee and remove the alcove and move the electrical service as presented. All ayes, motion carries.

Update and next steps: library logistics during construction: Paul Kaiser reported on investigation of opportunities for temporary space at the Choo-Choo Store on Superior Street. This space would be the public service space for patrons. Mark McCain is willing to rent the space to us for March to December 2018. He stated rental on the space would be \$800/month. Rent includes sewer and water, plus trash removal. The renter pays electricity and heat, which currently is running between \$125 - \$300/month. Board recommended seeing if we can negotiate and offer a tax deduction from the Foundation for the difference. Janet Dixon also asked about what would be needed to provide insurance in the space. Paul will pursue this with the town. Erica has reviewed the 2018 operating budget to identify line items (utilities, property maintenance) that could be applied to temporary site rental, etc.

Erica reported on a chance meeting she had with Dr. George Karling at the school district. He offered his assistance with additional temporary space for library stacks and Dianna suggested that the 4K classroom would be available for Story Hour if we shifted to the afternoon. Paul, Dianna, and Erica will need to arrange a formal meeting with Dr. Karling to discuss specifics.

Board members asked about cost for moving and whether funds were available in the project budget. Erica had a phone conversation with Jon where she clarified that they had estimated approximately \$10,000 of the furniture, fixtures, and equipment budget (approximately \$175,000) for moving expenses. A better estimate of moving costs could be obtained from a local moving agency.

Dan McKissack offered his services to design/produce temporary signage for the downtown storefront location.

Payment of bills: Motion by Steve, seconded by Dianna to approve payment of the Office Depot bill. All ayes, motion carried.

Public Comment: None.

Motion by Catherine, seconded by Dianna, to adjourn the Library Board meeting. All ayes. There being no further business, the meeting was adjourned at 5:08 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes November 21, 2017
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Catherine Marshall, Dan McKissack (arrived 4:25 PM), Kathleen Olkowski

Absent: Laura Wipperman

Other Attendees: Erica Brewster (library director), Vicki Reuling (chair, DCC)

Paul Kaiser called the meeting to order at 4:05 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 Catherine Marshall, seconded by Dianna Blicharz, to approve the minutes of the October 24, 2017 regular meeting with corrections as noted. All ayes, motion carried. Motion by Dianna, seconded by Kathleen Olkowski, to approve the minutes of the November 7, 2017 special meeting with changes as discussed. All ayes, motion carried.

Correspondence: None

Committee Reports:

Three Lakes Public Library Foundation: The foundation met on Monday, November 6, 2017 and were updated on progress on the design and worked on the end of year fundraising campaign.

Oneida County Library Board: The Oneida County Library Board budget request was approved as a part of the approval of the entire county budget at the county budget hearing on Tuesday, November 14. The OCLB will meet again on Thursday, November 30 at 1 PM at the Oneida County Courthouse. If the OCLB approves the budget as planned, the amount for the Demmer would be \$43,642, a \$1,000 increase over past years.

Demmer Design and Construction Committee: Catherine Marshall reported on the design document set review on 11/15/2017. The architect has determined that we will be able to reuse the lift rather than needing install a new elevator. Some adjustments have been made to the design based on fire code requirements for distance between the library expansion and the Johnson House museum building next door, resulting in moving the exterior wall 3 feet to the east, resulting in a 50 square foot reduction in the space to the historical society space.

The major next requirement is approval of the design document set. The DCC passed a motion in their 11/21, sS2:30 PM meeting to approve the set at their meeting at 11/21/17. The design development estimated cost is coming in at \$2.4 million dollars. The DCC spent a large portion of their last meeting discussing with the architect any further available options for reducing the cost.

After meeting with the architect, Vicki reviewed the additional funds available. Since beginning the plans, the foundation has received a \$50,000 for the children's area, \$10,000 for the fireplace, and has received word of another \$50,000 gift, and \$13,000 from the Demmer Trust. Vicki and Dianna will ask the foundation to commit \$110,000 of the earnings from investing the building campaign funds. With these gifts plus some other funds raised by the foundation dedicated to the furnishings, plus some considerations of possible estimates and reductions, the DCC believes they can meet the project costs.

Motion by Steve, seconded by Dianna, based on the recommendation of the DCC to approve the design development set produced by Hoffman Planning, Design & Construction, and forward to the town chair for sign-off. All ayes, motion carried.

Director's Report:

Erica reported on the ongoing challenges with the sanitary line backing up into the library. The sanitary line was scoped on 11/15 and a DVD will be available for the construction project. The line immediately leaving the building is cast iron and in good condition, but the line after out to the town sewer is Orangeburg pipe, not PVC, and is disintegrating. The entire line (70-90 feet) will need to be replaced, which involves digging and trenching across Huron Street. That will be an additional cost to the building project, but is an item that needs to be done regardless of the construction project as the line will continue to back up. The downstairs men's bathroom has been closed off and Erica is looking into pulling out the toilet and capping off the toilet line and the urinal line to try to keep future messes confined to the furnace room. Information has been shared with the architect and the plumbing contractor.

Regarding probationary staff, Erica asked whether the board would consider extending a probationary employee's probation period beyond six months if the director felt it was necessary to assure an employee was going to be able to meet performance standards expected for the position. The board is supportive of the idea and Erica will return to the board as needed regarding extending probation at the end of the probation period.

Budget Review:

Motion by Steve, seconded by Catherine, to approve vouchers 136 - 151 for October – November 2017 for payment from the Town Account. All ayes, motion carried. Motion by Dan McKissack, seconded by Dianna to approve checks from both Special Accounts. All ayes, motion carried.

Motion by Steve, seconded by Catherine to approve the payment of \$33,696.73 for the third portion of the contract for design portion of the 10/31/2017 invoice from Hoffman Planning, Design & Construction. All ayes, motion carried.

The 2017 expenditures to date were reviewed.

Old Business:

- 2018 Capital and Operational Budget: The budget will be voted on at the annual town budget meeting immediately following this library board meeting.
- Trustee Essentials: Tabled until December meeting. Steve will lead the discussion on chapter 16: Ethics and Conflicts of Interest Laws Applying to Trustees.
- Logistics for library services during construction: Have received an estimate for moving expenses, which is all inclusive for packing and moving in and out. Dianna is working on a book foster project to invite families to check out up to 100 books to keep at their homes until January 2019, which could greatly reduce the amount needed to pack. Paul also talked to the ... Erica and Paul met with Dr. Karling about space in the school and Dr. Karling called 11/21 to confirm the space availability. Erica explained some more details about arrangements with the school.

Presented a draft lease for the Choo-Choo Store and discussed terms the library would like to see. Kathleen advised a goodwill conversation with the new owners of the next door business to inform them of the potential for the temporary library space next door.

Motion by Steve, seconded by Catherine, to authorize the president to make an offer to Mark McCain in the amount of \$800/month with \$400/month pledged back to the foundation. Five ayes, one nay. Motion carried.

Paul has drafted a letter to service organizations to recruit a transition coordinator to assist the director with the tasks and duties relating to the move of the library to temporary locations. Erica has had one response already to the idea.

New Business:

- Update – Demmer Trust: The communication from the U.S. Bank trustee was shared with the board. AT this time they believe they are only able to disperse the tax liability amount of \$13,834 and unable to approve further funds requested by the board per the letter from Paul.
- Board members with expiring terms – Catherine Marshall, Laura Wipperman: Catherine will agree to serve another term. Laura is no longer going to continue on the board. Paul asked Dr. Karling about appointing a replacement school representative – he verbally agreed that Allison Pichowski, 3rd grade teacher and media and library specialist, would be an appropriate choice. Erica will follow up.
- Formal designation – records custodian: Table until next meeting.
- Library FEIN: Table until next meeting.
- Director evaluation: Paul will ask Laura to complete the evaluation prior to the December board meeting.

Concerns and comments from trustees: None heard.

Future agenda items: Appointment of school representative to the library board for a two-year term. Review of security system survey of other library by Laura Wipperman.

Comments from citizens: None heard.

Next Meeting: December 19, 2017, 4:30 pm.

There being no further business, Catherine made a motion to adjourn, seconded by Dan. All ayes, motion carried. The meeting adjourned at 5:26 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes December 19, 2017
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Steve Garbowicz (departed at 6:20 PM), Paul Kaiser, Dan McKissack, Kathleen Olkowski, Laura Wipperman

Absent: Catherine Marshall

Other Attendees: Erica Brewster (director), Vicki Reuling (chair, DCC)

Paul Kaiser called the meeting to order at 4:34 p.m.

Agenda:

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

Approval of Minutes: Motion by Steve, seconded by Kathleen Olkowski, to approve the minutes of the November 15 regular meeting as presented. All ayes, motion carried.

Correspondence: Received a holiday card from Hoffman Planning, Design & Construction. Kathleen presented a grant application from the Three Lakes Community Funds. Director Erica will work on filling it out.

Committee Reports:

Three Lakes Public Library Foundation: The foundation has committed an additional \$110,000 to the building fund. These represented non-committed funds from interest earnings, etc. The next meeting will be planning for Spring Fling 2018.

Oneida County Library Board: The Oneida County Library Board met on November 30, 2017. They set the budget for 2018 including approving contract distributions to the county libraries. They approved updated bylaws. Dianna asked Erica to report on the Public Library System Redesign process.

Demmer Design and Construction Committee: Vicki Reuling reported on progress to date, including sharing updated renderings. The Plan Commission reviewed the final civil site plans on 12/18. Most of the discussion revolved around concern for storm water management into the museum lot. The Plan Commission voted unanimously to approve the plans and forward them to the town. The town will be rezoning the entire lot from forestry to business, which negated the need for the other variance requests made to the county for the library construction. Town rezone is still contingent on a public hearing in early January before the town can pass an ordinance, but there is not much concern about that process. The committee and architect expect to finalize the construction documents on January 23, 2018. The construction documents will be sent to the DCC electronically on January 18 and by overnight paper delivery on January 19, 2018. There may need to be a special library board meeting in that time to sign off on construction documents.

Vicki reported on the development of a memorandum of understanding with the Historical Society through committee member Mary Sowinski to guide construction and post-construction partnership. Vicki further reported on specific roles and contributions of each member of the committee and thanked the board for selecting and appointing a committee with a variety of strengths and talents.

Laura Wipperman reported on the research she did in finding out what other libraries had done for security systems.

Director's Report:

Erica reported on progress on staff evaluations. She also reported that the first book sale clearance sale was very successful both financially and in starting to reduce inventory. Two more sales will be held. She also reported on her work assisting the Colby library as they moved into their new building, and on attending the Eagle River library ribbon cutting.

Budget Review:

Motion by Laura, seconded by Dianna, to approve vouchers 151 - 168 for November – December 2017 for payment from the Town Account. All ayes, motion carried. Motion by Steve, seconded by Dianna to approve checks from both Special Accounts. All ayes, motion carried.

Motion by Kathleen, seconded by Laura to approve the payment of \$21,078.81 for the third portion of the design contract 11/30/2017 invoice from Hoffman Planning, Design & Construction. All ayes, motion carried.

Motion by Steve, seconded by Dan McKissack, to approve payment of \$3,000 for civil engineering services per invoice 5472 dated 11/30/2017 by Mach IV Engineering.

The 2017 expenditures to date were reviewed. 12/20/2017 is the last date for payment of bills by the Town in 2017. There will be another payroll deduction.

Old Business:

- 2018 Capital and Operational Budget: The budget was approved at the annual town budget meeting immediately following this library board meeting. Erica has also submitted the change to the Oneida County allocation to the Demmer Library to the town clerk for inclusion in the first amending of the 2018 budget.
- Trustee Essentials: Steve led the discussion on chapter 16: Ethics and Conflicts of Interest Laws Applying to Trustees. Erica and Dianna will take the lead on chapter 17: Membership in the Library System in February.
- Logistics for library services during construction: Have received an estimate for moving expenses, which is all inclusive for packing and moving in and out. Dianna is working on a book foster project to invite the public to check out books to keep at home during construction.
 - Approve lease downtown storefront: Motion by Laura, seconded by Steve, to approve the lease as presented, with the understanding that the insurance will need to be finalized to be in compliance with lease. 4 ayes, one 1 opposed. Motion carried.
 - Property insurance coverage during construction: Still need to clarify the property damage and liability insurance. Paul has had a conversation with the town's insurance carrier for property.
- Board members with expiring terms:
 - Motion by Steve, seconded by Dan McKissack to support Catherine for another 3-year term. All ayes, motion carried.
- Appointment of school representative: Alison Pichowski has been appointed by Dr. Karling as the school liaison. The trustees welcomes her; her first meeting will be in January.
- Library FEIN: Erica presented the question of applying for a separate FEIN. This will be tabled until January awaiting more information from an accountant.
- Formal design – records custodian: Motion by Steve, seconded by Laura, to appoint Erica Brewster and any successor as the director, to be the records custodian of all records required to be maintained by the open records law. All ayes, motion carried.
- Director evaluation: Laura distributed the documents for the director's evaluation. She will collect responses from trustees and set up a meeting with Erica in by the end of the first week of January.

New Business:

- Consider/approve 2018 Oneida County Library Board contract: Motion by Dan, seconded by Laura, to approve and sign the Oneida County Library Board contract.
- Appoint VP pro tem to chair January meeting: Dianna nominated Catherine Marshall as VP pro tem for the January meeting. Seconded by Dan. All ayes, motion carried.
- Closed Session:

Laura moved, seconded by Dianna, 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: set 2016 wages.)

- Roll call: Dianna: aye, Paul: aye, Kathleen: aye, Laura: aye, Dan: aye.
- Return to open session: Kathleen moved, Dan seconded to return to open session. Roll call: Dianna: aye, Paul: aye, Kathleen: aye, Laura: aye, Dan: aye.
- Laura, seconded by Dan, to give Erica a \$1,000 bonus in recognition of the additional work load in 2017. All ayes, motion carried.

Concerns and comments from trustees: Laura stated her thanks for the five years she served on the board and the learning opportunity from collaborating with the other trustees.

Future agenda items: Construction document review.

Comments from citizens: None heard.

Next Meeting: January 23, 2018, 4:30 pm.

There being no further business, Laura made a motion to adjourn, seconded by Dan. All ayes, motion carried. The meeting adjourned at 6:35 p.m.

Respectfully submitted: Erica Brewster, Director