

Minutes January 4, 2018

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

Absent: Dan McKissack, Ali Pichowski

Other Attendees: Erica Brewster, Vicki Reuling

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

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

Building update: The final construction documents are set to be sent to the DCC electronically on January 18, and by mail on the 19th. The committee will meet on January 19th at 3 PM to review the documents. The DCC will then meet with the architects at 1:30 on January 23, followed by the library board meeting at 4:30 PM. The goal is to sign the construction documents at that meeting. The DCC continues to work on details preparing for those documents.

Approve payment of MACH-IV invoices: Motion by Steve, seconded by Kathleen to approve payment of the Mach IV invoice 5514 dated 12/15/2017 and Mach IV invoice 5556 dated 12/27/2017 pending approval by the DCC. All ayes, motion carried. These payments fulfill the amount in the original estimate.

Approve payment of PSI invoice: Motion by Catherine, seconded by Steve to approve payment of the PSI invoice 542605 pending approval by the DCC. All ayes, motion carried. This payment fulfills the amount of the original estimate.

Public Comment: Vicki noted that the estimate for the Mach IV civil engineering noted that it did not include costs that would be incurred if a DNR storm water management plan would be required due to the entire project (library and town building) disturbing more than an acre of space. Dianna noted that if there is a cost associated with that, it should be covered by the town.

Motion by Paul, seconded by Dianna, to adjourn the Library Board meeting. All ayes. There being no further business, the meeting was adjourned at 4:16 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes January 23, 2018
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Catherine Marshall, Steve Garbowicz), Paul Kaiser, Dan McKissack, Allison Plchowski

Absent: Paul Kaiser, Kathleen Olkowski

Other Attendees: Erica Brewster (director), Vicki Reuling (chair, DCC), Melissa Werner (foundation Spring Fling organizer)
Catherine Marshall called the meeting to order at 4:30 p.m.

Agenda:

Motion by Steve Garbowicz, seconded by Dianna Blicharz, to approve the agenda. All ayes, motion carried.

Approval of Minutes: Motion by Steve, seconded by Dianna, to approve the minutes of the December 19, 2017 regular meeting as amended. All ayes, motion carried. Motion by Steve, seconded by Dianna, to approve the minutes of the January 4, 2018 special meeting as presented. All ayes, motion carried.

Correspondence: Erica shared a pledge letter written to the foundation on behalf of Mark McCain/Three Lakes Winery.

Committee Reports:

Three Lakes Public Library Foundation: Melissa Werner reported on plans for Spring Fling 2018. The date has been set for Wednesday, May 16 at the Black Forest, repeating the initial year at the Black Forest last year. Tickets will be \$75/ea for a 3-course dinner with wine pairings with each course. Other fundraisers during Spring Fling last year included "Books for Bucks" and the cake auction. Melissa forwarded an invitation to board members. Dianna reported on the grant application to the 3 Lakes Funds, which will be picked up next week. The foundation continues to speak to potential donors.

Oneida County Library Board: The Oneida County Library Board has not met since the last meeting. Their next meeting will be February 22 at 1 PM.

Demmer Design and Construction Committee: Minutes from the last two meetings (1/4 and 1/19) were distributed to the board members at the beginning of the meeting. Catherine reported that the DCC met at 1:30 PM today (1/23) to review the construction documents with the architects. Vicki reported that the project bid advertisement appeared in the Vilas County News Review today (along with the town building bid advertisement). The documents were thoroughly reviewed by members of the DCC. The architects presented their final pre-bid estimate, which came in almost exactly the same as the 11/22/2017 estimate. This is still only an architect estimate.

Vicki outlined the bid timeline. There will be a site visit/walk through with Jon Rynish/Hoffman at 10:30 AM on February 1, 2018 for contractors. Bids must be submitted by February 15, 2018 at 1 PM at the town office. The official public bid opening will be at 1:10 PM in the town board room. Hoffman will then qualify the bidders by February 19 so the library board can approve the contractor bid and with anticipation of awarding of the bid at the town board meeting (both) on Tuesday, February 20. The DCC will meet at 4 PM on February 19 to approve the bid prior to the library board/town board.

Hoffman suggests that the DCC/library do that independently to be able to have those results ready for the contractor. The DCC will proceed with this.

The other open item is the storm water management plan, which will be required because the two projects (town and library) together will disturb over an acre of land. The DCC still recommends that the library suggest the town to take the lead.

The DCC has also approved a motion to appoint a workgroup of Vicki Reuling, Tom Asbeck, and Erica Brewster to approve changes and address issues up to a cost of \$5,000 in order to streamline response to items that may need a faster turnaround than the committee as a whole can provide.

Motion by Steve, seconded by Dan, to approve a workgroup of the DCC, as described by the motion of the DCC at their 1/23/2018, to be able to respond to issues and changes during construction with a cost of up to \$5,000. All ayes, motion carried.

Director's Report:

Erica gave a brief orientation to the report for the new member. Erica noted that the wi-fi numbers over the year likely do not reflect a drop in wi-fi usage, rather, after the wireless access points and network switch were upgraded this year, the system was more stable and individual devices were not disconnecting and reconnecting to the network as frequently. The increased stability meant fewer sessions were being logged by a single device. Dianna asked if there was any way to note such comments on the statistics sheet. There really isn't room within the format, but there is a place in the annual report to comment on statistical variances.

Budget Review:

Motion by Dianna, seconded by Dan, to approve vouchers 1 - 16 for January 2018 for payment from the Town Account. All ayes, motion carried. Motion by Steve, seconded by Dan to approve checks from the Special Account and authorize Erica and Lyn as staff members to sign those checks in the absence of board member signatories. All ayes, motion carried.

Motion by Steve, seconded by Dianna to approve the payment of \$27,588.90 for the fourth portion of the design contract 12/31/2017 invoice from Hoffman Planning, Design & Construction. All ayes, motion carried.

Motion by Steve, seconded by Dianna, to approve the 4th quarter 2017 non-lapsing deposit from fines and copier money. All ayes, motion carries.

The 2017 end of year operational expenditures and the non-lapsing account transfers were reviewed.

Old Business:

- Logistics for library services during construction: Laura Wipperman has agreed to assist with managing the transition. Dianna has talked to Peggy Bennett about assisting, and Ann Asbeck has also volunteered. Publicity has gone out for the book foster program and Dianna and Ameris Grappa are designing a sticker for totes. Dianna, Paul, and Erica met at the temporary storefront location and noted that there is additional storage in the lower level.
 - Location for library board/public meetings: Dianna will look into the availability of the school board meeting room for 3rd Tuesdays at 4 PM beginning March 20. Dianna will also ask about availability for the DCC as needed.
- Library FEIN: Steve checked with clients that are towns with libraries. The Demmer library appears to be the exception to the rule in many cases where municipal libraries have their own FEIN. However, with the transition requiring use of an EIN, the board agreed to go ahead and apply for a FEIN in the near future when the time seemed best.

New Business:

- Introduction of new trustee: Catherine briefly introduced Allison Pichowski (Ali) who is the new school representative from Sugar Camp School (Three Lakes School District). She has received her masters in library and media science and in addition to being a third-grade teacher, she serves at the school's librarian.
- Election of library board officers for 2018: Motion by Steve, seconded by Dianna to nominate as officers: Paul Kaiser, President, Dan McKissack, Vice President, Kathleen as Treasurer for 2018. All ayes, motion carried.
- Review and approve – construction documents from Hoffman Planning, Design & Construction: Motion by Dan, seconded by Steve, to approve the construction documents from Hoffman Planning, Design & Construction. All ayes, motion carried.
- Low voltage/IT design-build RFP: Erica presented a request for proposals for telephone, internet/network, cable, security systems drafted with the assistance of Hoffman and WVLS IT. Motion by Steve, seconded by Dan, to approve the RFP for low voltage for publication in the local paper. All ayes, motion carried.
- Candidate forum: Set a date for the week of March 19 (March 21), 6:30 PM at the Three Lakes Center for the Arts.
- Discuss/approve waiver for alcohol in library: Motion by Steve, seconded by Dan, to approve a one-time waiver for no-alcohol in the library for a renovation party at a date to be determined, but to be held after regular hours of the library in compliance with alcohol license laws. All ayes, motion carried.
- Closed Session:
Steve moved, seconded by Dan, to enter into closed session per section 19.85(1)(c) of Wisconsin state statutes for purposes of considering employment, promotion, compensation or performance evaluation data of library staff. (Topic: employee performance review.)
 - Roll call: Dan: aye, Steve: aye, Dianna: aye, Catherine: aye, Ali: aye.
 - Return to open session: Steve moved, Dan seconded, to return to open session. Roll call: Dan: aye, Steve: aye, Dianna: aye, Catherine: aye, Ali: aye.
 - Report on action in closed session: the library board received a report on employee performance and subsequent actions.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: Vicki Reuling asked questions about the library application for FEIN and possible ramifications.

Next Meeting: February 20, 2018, 4:30 pm.

There being no further business, Steve made a motion to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 6:05 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes February 20, 2018
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Catherine Marshall, Steve Garbowicz (left 6:05), Dan McKissack, Kathleen Olkowski, Alison Pichowski

Absent: Paul Kaiser

Other Attendees: Erica Brewster (director), Tom Asbeck (temporary chair, DCC)

Dan McKissack called the 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.

Approval of Minutes: Motion by Catherine, seconded by Dianna, to approve the minutes of the January 23, 2018 regular meeting as presented. All ayes, motion carried.

Correspondence: None

Committee Reports:

Three Lakes Public Library Foundation: Meetings have focused on paying construction bills and planning Spring Fling 2018, which will be held on Wednesday, May 16 at the Black Forest. Tickets will be \$75/ea for a 3-course dinner with wine pairings with each course.

Oneida County Library Board: The Oneida County Library Board will meet on Thursday, February 22 at 1 PM.

Demmer Design and Construction Committee: Tom Asbeck reported on the activities of the DCC since January. The bids were opened on 2/15. Three bids were received. One bid was considered not qualified as it only addressed fire protection. Hoffman took the two other bids from DeLeers for \$1,632,076.00 and Greenfire Management, LLC for \$1,588,360.00 and qualified the firms for meeting bid requirements. Both bids were qualified. Based on this, Hoffman advised and the DCC agreed to recommend to the library board the low bid from Greenfire Management, LLC.

The DCC then reviewed alternatives and selected five of six alternate bids for a total reduction of -\$4,953 to the overall bid from Greenfire, resulting in a base bid reduction to \$1,583,407.00 for Greenfire Management, LCC.

We had budgeted \$2.3 million for the entire project, which included building design, architect fees, furniture and fixture fees, and contractor fees. The final bids came in under the \$1.83 million estimated for construction costs, so the DCC felt comfortable moving forward. The DCC approved a motion to recommend the low bid from Greenfire to the library board.

Hoffman has provided access to a standard form contract, the Consensus Doc, and can provide basic assistance to complete the basic parts of the contract. An attorney would be needed to review and make any modifications.

The town/library would complete the first draft of the contract and then send to Greenfire, which may send to their attorney, and then returned for further review by the town/attorney. Hoffman suggested allowing a couple of weeks timeline to complete contracting process.

The DCC has discussed identifying a qualified contracts attorney to engage for reviewing the contract. Steve stated that the town's attorney Greg Harrold has done a lot of work with municipality and advised that Tom be authorized to contact him directly by way of informing Sue Harris and work on developing the contract.

Tom reported on the bid received for IT/low voltage bid that was also opened on 2/15. The board reviewed the bid submitted. The bid is broken out by areas specified in the RFP. One area of discussion by the DCC was the cost and functionality of the security system. Tom recommended that the library contact Pieper Power and ask them to come up to the library and address the functionality of the specifications and also consider requesting a price for the cabling and wiring to be done during the construction so the cameras and equipment could be added later. Discussion followed.

Director's Report:

Erica affirmed that Laura Wiperman's help on planning the move has been valuable. Erica reminded the board of the final used book clearance sale on 2/24 (correction to date in report). The Demmer has also now signed a contract with Better World Books to send large quantities of used books. Following the book sale, volunteers will begin boxing up books to send to BWB, and will continue as Erica continues to weed books during the summer before moving back in.

Budget Review:

Motion by Catherine, seconded by Dianna, to approve vouchers 17 - 27 for January - February 2018 for payment from the Town Account. All ayes, motion carried. Motion by Steve, seconded by Ali to approve checks from the Special Account. All ayes, motion carried.

Motion by Steve, seconded by Catherine to approve payment of \$8,362.88 for the fifth portion of the design contract and \$3,468.00 for interior design fees from the 17221-7, 01/31/2018 invoice from Hoffman Planning, Design & Construction pending approval by the Foundation. All ayes, motion carried.

Motion by Steve, seconded by Kathleen, to approve payment of \$519.50 to the Demmer Library to reimburse bid advertising costs. All ayes, motion carried.

The 2018 expenditures to date were reviewed.

Old Business:

- Logistics for library services during construction:
 - Location for library board/public meetings: Dianna has reserved the school board meeting room for the March 20, 2018, 4 PM library board meeting. The board room can be reserved on a month-to-month basis and the elementary IMC will be available if the board room isn't.
 - Review move timeline: Reviewed the color-coded timeline included in packet and mover estimates.
 - Schedule special meeting for move logistics: March 8, 4:30 PM.
- Candidate forum: Working to change date to March 19th – waiting for final confirmation from candidates. Dianna requests 2 dozen of something baked by volunteers. Setup at 5 PM. Questions will be submitted to demmer@demmerlibrary.org. Catherine and Dan and Steve will review questions.
- Library FEIN: No action taken since last meeting; may wait until move is completed to address.

New Business:

- Review/approve library construction bid award recommendation: Motion by Steve, seconded by Catherine, to approve the recommendation of the DCC, based on low bid and successful qualification, to recommend the selection of Greenfire Management, LLC to the town board for approval and awarding construction contract for the expansion and remodeling of the Demmer Memorial Library. All ayes, motion carried.

- Review/award low-voltage bid: Motion by Steve, seconded by Ali, to authorize the DCC to meet with Pieper Power and investigate the estimates and return with a recommendation. All ayes, motion carried.
- Demmer Library annual report: Motion by Kathleen, seconded by Catherine, to accept the 2017 annual report as presented with minor (email address) revisions and approve submission to the state. All ayes, motion carried.
- Statement concerning library system effectiveness: Motion by Dianna, seconded by Kathleen, to approve the statement concerning library system effectiveness to be included in the 2017 annual report as presented. All ayes, motion carried.
- Trustees essentials chapter 17: Tabled until after things settle down.
- Memorandum of Understanding with the historical society: as they will be tenants in the library building, the Historical Society board has taken initiative to draft an MOU to guide the relationship during construction and post-construction. The DCC has recommended that the library board appoint a workgroup to work with the representatives from the historical society. Discussion. Steve volunteered to sit down with Mary Sowinski and representatives from the library and museum staff to review the draft document.
- Discussion town facility maintenance position: Discussion of the proposal made at the town level to hire a town facility manager. The library board agreed that it is important to assure the long-term integrity of the investment in new town buildings while also investing in the existing buildings. Motion by Steve, seconded by Dan, to recommend to the town board to place discussion the creation of a town facility maintenance position on a future town board agenda. All ayes, motion carried.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: Kathleen submitted a question to follow-up on the progress of the grant request made at the Three Lakes Community Fund. Erica reported that she, along with Bob Werner, president of the Three Lakes Public Library Foundation, met with John Stauner and Ann Blamey from the Community Funds. They were going to go back to the entire Funds board with the suggestion that the Funds meets with the library to determine an appropriate award they could make to the library, perhaps in the form of sponsorship of equipment for a meeting room or similar opportunities in line with the Fund's mission and financial resources.

Next Meeting: Special meeting March 8, 2018, 4:30 PM in the lower level of the library.

Regular meeting March 20, 2018, 4:00 pm. at the Three Lakes School Board Room.

There being no further business, Catherine made a motion to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 6:11 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes March 8, 2018

Edward U. Demmer Memorial Library

Special meeting of the Library Board of Trustees

Trustee Attendance: Dianna Blicharz, Steve Garbowicz, Catherine Marshall, Kathleen Olkowski, Ali Pichowski

Absent: Paul Kaiser, Dan McKissack

Other Attendees: Erica Brewster, Tom Asbeck

Catherine Marshall called the Library Board 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.

Building update:

- a. Contract with Greenfire: Tom Asbeck has been working with town attorney Greg Harrold to develop the contract with Greenfire Management using the Consensus contract document provided by Hoffman. In addition, they have been investigating the need for pollution and OCP insurance and whether they are needed for the contract. Mr. Harrold also brought up the question of the town's tax-exempt status and owner purchasing of materials to avoid paying sales tax. There is still some question about the mechanics and whether it would be worth the process cost and administrative fees, which Tom is working through with Greenfire and the town. After those answers are firmed up, the contract will be sent to Hoffman and Greenfire, plus to Chair Bruss for the next stage of review.

A special consideration that came up in the contract negotiation was the issue of sovereign immunity when dealing with a tribal entity. Greenfire readily supplied documentation that they cannot claim sovereign immunity as they are incorporated as Greenfire Management, LLC in the state of Delaware and their incorporation papers includes a waiver of sovereign immunity. Attorney Greg Harrold further reviewed the tribal constitution plus several additional documents and feels comfortable that sovereign immunity is not an issue that can affect this contract.

The intention is to have the contract completed and ready for review/recommendation by the DCC, library board, and town board on 3/20/2018.

- b. MOU with historical society: Steve has exchanged e-mails with Mary Sowinski regarding the memorandum of understanding. They agree that the draft MOU is complete for construction portion of the MOU and will further discuss the long-term portions in the coming weeks. Attorney Greg Harrold pointed out that the process for payment of the historical society portion of the construction costs had not been clarified and the historical society is currently discussing with the town if the payments should be made to the town or the library foundation. That will be formalized to be completed and included with the general contractor contract.
- c. MOU between foundation and town: Additionally, the total amount of the TLPLF commitment to the project has not been placed in writing to date, so the TLPLF will formalize an agreement document as an attachment to the contract.

Transition updates:

- a. Timeline review: Erica reviewed the timeline with only minor changes to date.
- b. Mover selection/planning: Erica is working with Gregg Brusco from Bekins. No paperwork has been signed, but they are working on a plan to complete the move to the storefront and school March 19 – 31.
 - a. Road weight limits: Gregg Brusco planned to talk with Chief Lea and Devan Kirby to see what, if any action would be needed for a weight limit waiver for Huron/Gogebic Streets for the days of the move.
- c. Storefront:
 - a. Building signage: Erica received an e-mailed sign ordinance waiver from Oneida County (attached with meeting documents). Dan McKissack has completed a design and contacted a sign maker who can produce a vinyl sign for \$168.
 - b. 15 minute parking: a request for temporary 15 minute parking spaces in front of the temporary library storefront was on the town board meeting agenda for 3/6. At that meeting, Chair Bruss asked if the library had been contacted by mBank (next door to the temporary storefront) with an offer of two spaces in the adjoining parking lot to be designated as library short term parking. Erica indicated they had not yet, but would follow up. The agenda item was tabled on the town board agenda and can be brought back as needed.
 - c. Automatic door opener: Erica received an estimate from Entrance Technologies for reinstalling one of the library automatic door openers at the temporary storefront location. After some discussion, the board agreed it would be a good idea to provide a door assist in the storefront. Motion by Steve, seconded by Ali Pichowski, to authorize funds necessary per the estimate to transfer the door opener. All ayes, motion carried.
- d. School: Erica has been working with the school to complete the networking setup and to coordinate moving shelves to the school. So far those plans seem to be going smoothly. They are still planning to add books to the elementary and high school libraries and provide the school librarians access to Sierra. The WVLS IT director will be on site on Monday, 3/12, to assess further needs.
- e. Storage: use of a semi-tractor trailer for furniture storage has been offered by Sowinski Farms. This is another reason we may require a road weight limit waiver for 3/19 – 31. The trailer will then be parked down Railroad Street for the duration of construction. There is some concern about parking before the spring thaw – Steve suggested Erica check to see if there would be space to park in the town shop lot until the ground warms.
- f. Library programs/services:
 - a. Book foster program: Book foster checkouts began with a bang on Monday morning. WJFW TV-12 did a story that was picked up by NBC affiliates. The architects from Hoffman saw the story on Green Bay's NBC 26, and there were some rumors of it being seen outside of Chicago. As of 6 PM Wednesday, 5,000 books had been checked out. Erica's goal is 10,000 books, which would be 1/3 of the Demmer's current collection. Any books left will be taken to the school. Books not checked out will be available to be requested through the catalog and will also be reviewed for potential weeding over the summer.
 - b. Story Hour/Baby Story Time temporary location: Charlotte held her first Story Hour at the 1-2-3 Lakes Dance Studio. The time at the studio will be a trial run in March. The library will pay a reduced use/facility rental fee. If the studio doesn't prove to be suitable and another location can be found, the location could be changed as needed.

- c. Fines amnesty in March: in recognition that the library closure could be disruptive and, in an effort, to recover all overdue books, Erica offered an amnesty on all new fines for the month of March. Any item returned in good condition during the month won't be charged a fine if overdue. The closure days in the database should prevent items from accruing fines, but this action will further assure people that they won't be charged fines for books that don't get checked in in time.

Approve construction/transition bills:

- a. Hoffman invoice: Motion by Steve, seconded by Ali to approve payment of Hoffman invoice 17221-8 in the amount of \$9,035.86 for design services and reimbursables pending approval by the TLPLF. All ayes, motion carried.
- b. NorthStar Environmental: Motion by Steve, seconded by Kathleen to approve payment of the NorthStar Environmental invoice for asbestos and lead paint testing in the amount of \$1,885.00 pending approval by the TLPLF. All ayes, motion carried.
- c. Storefront rental: Motion by Steve, seconded by Dianna to approve payment of the \$800 for 03/2018 and \$800 for 04/2018 rental at 1805 Superior Street, with April's check to be held until due. All ayes, motion carried.

Public Comment:

Motion by Kathleen, seconded by Steve, to adjourn the Library Board meeting. All ayes. There being no further business, the meeting was adjourned at 5:30 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes March 20, 2018
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent:

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

Paul Kaiser called the meeting to order at 4:00 p.m.

Agenda:

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

Approval of Minutes: Motion by Catherine, seconded by Kathleen, to approve the minutes of the February 20, 2018 regular meeting as corrected. All ayes, motion carried. Motion by Catherine, seconded by Steve, to approve the minutes of the March 8, 2018 special meeting as presented. All ayes, motion carried.

Correspondence: None

Committee Reports:

Three Lakes Public Library Foundation: The Three Lakes Public Library Foundation met 3/19/2018. One of the primary agenda items was planning for Spring Fling, May 16, 2018 at Black Forest Pub & Grille. Event will start at 5:30/dinner at 6:30; 3 course dinner with wine pairings, donated cakes for the cake auction. Tickets will go on sale April 2nd at the library and online; cost \$75/ea. Discussion is to designate the funds from Spring Fling to furnishings for the new building.

Oneida County Library Board: The Oneida County Library Board met on Thursday, February 22 at 1 PM. The OCLB approved the contracts for all three libraries with an increase of \$1000 for Minocqua and Three Lakes and some more for Rhinelander. Election of officers took place with no change in current officers. Received a legislative report. There will be a referendum on the April 3, 2018 ballot about removing the state treasurer. There is concern about the protection to the common school fund if the state treasurer position is removed, and the library system is encouraging a "no" vote.

Demmer Design and Construction Committee: Tom Asbeck gave an overview of the process in developing the construction contract. The standard form template came from Hoffman Planning, Design & Construction. Tom began by adding our project information to the template then sending it to Three Lakes town Attorney Greg Harrold, then Greenfire, and the final draft was reviewed by Hoffman in order to release the copyright on the Concensus Doc. The final contract was approved for recommendation to the library board by the DCC on 3/20, and after consideration by the library board, will be forwarded to the town board for approval and signing by the town chair.

Two memoranda of understanding for financial viability will be needed as exhibits for the final contract. The TLPLF approved their MOU on 3/19. The Historical Society is still working on some final details and will have their final version in the coming days.

Director's Report:

The board reviewed the director's report as submitted, which included a record of previous construction/transition update emails. The board asked about the Catena speaker series programs and Erica provided detailed information.

Budget Review:

Motion by Steve, seconded by Dianna, to approve vouchers 22 - 36 for February - March 2018 for payment from the Town Account. All ayes, motion carried. Motion by Kathleen, seconded by Dianna to approve checks from the Special Account. All ayes, motion carried.

Motion by Steve, seconded by Catherine to approve payment of \$308.71 for bid advertising and invoice 11712 from Rhinelander Moving for \$5,792 for first installment of the moving expense. All ayes, motion carried. The board will wait to approve the final invoice from Rhinelander Moving.

The 2018 expenditures to date were reviewed.

Old Business:

- Logistics for library services during construction: Erica provided an update of progress since the previous update e-mail, including the move on Monday and Tuesday and plans for the rest of the week and the coming week.
- Candidate forum: Catherine reported on a successful event held at the TLCFA for the school board candidates' forum. Approximately 30 attended, and the presentation was effective and good.
- Memorandum of Understanding with historical society: This portion of the MOU refers to arrangements between the historical society and the Demmer Library for occupancy following completion of construction. Steve hasn't heard back from Mary Sowinski to proceed on details.

New Business:

- Review/approve library construction contract recommendation for town board: Motion by Dan McKissack, seconded by Catherine, to approve the recommendation of the DCC, to forward the contract with Greenfire Management, LLC to the town board for approval. All ayes, motion carried.
- Review/award low-voltage estimate changes: Erica reported on the bid follow-up meeting with the contractor from PieperPower and the comparison of the original to the revised bid. The bid did increase after revising based on careful discussion of the function and revised floor plan. Some additional options were included. Discussion about the changes and specifications; and necessity, opportunities, and options around the security system. Timeline for construction work for construction on lower level electrical would be May and June, and upper level at the end June and July; in order to keep in time with the construction, board approval will be at the April meeting.
- Closed Session:

Catherine moved, seconded by Dan, to enter into closed session per section 19.85(1)(c) of Wisconsin state statutes for purposes of considering employment, promotion, compensation or performance evaluation data of library staff. (Topic: employee performance review.)

 - Roll call: Steve: aye, Paul, aye, Dan: aye, Catherine, aye, Dianna: aye, Kathleen: aye.
 - Return to open session: Steve moved, Catherine seconded, to return to open session. Roll call: Kathleen: aye, Dianna: aye, Catherine: aye, Dan: aye, Paul: aye, Steve: aye.
 - Report on action in closed session: the library board received a report on employee performance and subsequent actions.

Concerns and comments from trustees: None

Future agenda items: No new business.

Comments from citizens: Kathleen asked whether the library board meetings will remain at 4:00 PM. Since the town is not proceeding with their building project immediately, so the school board room will not be needed by the town board on Tuesday evenings, so the time can change back to 4:30. However, the April meeting is on the same day as the town annual meeting which begins at 5:30, so a 4 PM time would be necessary. Future meeting times will be addressed on a monthly basis.

Next Meeting: Regular meeting April 17, 2018, 4:00 pm. at the Three Lakes School Board Room.

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

Respectfully submitted: Erica Brewster, Director

Minutes April 17, 2018
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Catherine Marshall, Steve Garbowicz, Paul Kaiser, Alison Pichowski

Absent: Dan McKissack, Kathleen Olkowski

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

Paul Kaiser called the meeting to order at 4:03 p.m.

Agenda:

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

Approval of Minutes: Motion by Catherine, seconded by Dianna, to approve the minutes of the March 20, 2018 regular meeting as corrected. All ayes, motion carried.

Correspondence: Thank you note from Collette Mahlerwein, candidate participating in candidate forum.

Committee Reports:

Three Lakes Public Library Foundation: The Three Lakes Public Library Foundation met on April 9, 2018. Spring Fling planning continues. Tickets available at the storefront library and online. Also began planning for the recognition wall for donors to the building project.

Oneida County Library Board: The Oneida County Library Board will meet July 12, 2018 at 1 PM at the Oneida County Courthouse.

Demmer Design and Construction Committee: The DCC met on 4/10/2018 and reviewed a long agenda of details. The draft minutes from the meeting were shared and reviewed. Several points of note:

- A groundbreaking has been scheduled for May 8 at 11:00 AM.
- Several change orders have already been needed: 1) due to the delay in the town project, storm water management redesign is required which will incur additional charges for architectural design, review, and approval; 2) asbestos remediation on the stairs will require controlled demolition.
- Construction management: a construction manager will serve as an owner's representative to act in the interests of the library board/foundation/town as independent oversight of the project. Vicki Reuling and Tom Asbeck have interviewed three qualified candidates in the field and are waiting to receive a signed contract. Cost for contract should be \$5,000 - \$10,000.
- Several items are still in process including furnishings, signage, mantel piece, recognition wall planning, financial management processes.

Director's Report:

The board reviewed the director's report as submitted, including a summary/report on the move.

Budget Review:

Motion by Steve, seconded by Ali, to approve vouchers 41 - 57 for March – April 2018 for payment from the town account. All ayes, motion carried. Motion by Steve, seconded by Catherine to approve checks from the special account.

Motion by Steve, seconded by Ali to approve payment of invoice 17221-9 in the amount of \$1,068.82 to Hoffman Planning, Design & Construction, Inc. All ayes, motion carried.

The 2018 expenditures to date and transition expense report and transfer of 1st quarter non-lapsing funds were reviewed.

Old Business:

- Logistics for library services during construction: Erica reported on the process of settling into school and routine for service from temporary location. Grateful for the slow month of April to acclimate to new settings and adjust to challenges. School libraries still don't have access to Sierra, so full service to school students isn't underway yet, though many have expressed interest in borrowing books and some have requested library cards.
- Memorandum of Understanding with historical society: Steve has not yet had a conversation with Mary Sowinski. Vicki Reuling reported on what had been discussed with the DCC: the historical society has updated their piece of the memorandum and is reportedly very close to having a version to bring to the library board.
- Approve IT/low voltage bids: Motion by Steve, seconded by Dianna, to accept the bids from PieperPower/System Technologies for 1) voice and data cabling systems, 2) telephone system, 3) PA system, 4) security system, 5) conference room projector and screen. All ayes, motion carried.

New Business:

- Staffing update: Erica presented the job announcement for two temporary (May – December 2018) positions that she plans to publish this week. Staff is stretched in covering positions during the transition, but managing.

Concerns and comments from trustees: None

Future agenda items: No new business.

Comments from citizens: None

Next Meeting: Regular meeting May 15, 2018, 4:00 pm. at the Three Lakes School Board Room.

There being no further business, Catherine made a motion to adjourn, seconded by Steve. All ayes, motion carried. The meeting adjourned at 5:08 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes May 15, 2018
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent:

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

Paul Kaiser called the meeting to order at 4:03 p.m.

Agenda:

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

Approval of Minutes: Motion by Steve, seconded by Ali, to approve the minutes of the April 17, 2018 regular meeting as presented. All ayes, motion carried.

Correspondence: Donations from Dick and Ann Blamey, JWP Group were received and reported to the library board.

Committee Reports:

Three Lakes Public Library Foundation: The Three Lakes Public Library Foundation met on May 9, 2018. Spring Fling will be tomorrow, Wednesday, May 16. As of meeting time, 71 tickets were sold. The foundation will soon be writing a check of \$500,000 (approximately ½ of the entire foundation commitment) to the town to cover anticipated building expenses.

Oneida County Library Board: The Oneida County Library Board will meet July 12, 2018 at 1 PM at the Oneida County Courthouse.

Demmer Design and Construction Committee: The DCC met on 5/8/2018. Vicki shared the draft minutes from the previous meeting and also referred to the general weekly email summary sent by Erica to library board, town board, town department chairs, etc., as a resource of current construction updates. Additional and detailed information is continually being posted on Procore and all library board members should have access to the Greenfire Procore site. The official groundbreaking ceremony was held on May 8 and attended by approximately 60 people. The weather cooperated and there was excellent media coverage of the event. There is now a standing construction meeting on Tuesdays at 9 AM including Tom, Vicki, Erica with Keith Kelln, site supervisor, Brian Shubring, owner's representative, contacting Mike Murphy and Jon Rynish as needed. Vicki presented the revised project budget/expenses tracking report. The next DCC meeting at 3:30 PM on June 13 will include a tour of the building in progress. Library board members are invited to attend. The library board may also consider having their own tour in conjunction with a future meeting.

Director's Report:

Staffing update: Erica and Lyn interviewed 5 applicants for the temporary library technician positions and reported that after Shannon Votis and April Lammert have both accepted job offers for 20 hrs/week. Shannon begins this week and April will begin after Memorial Day.

Budget Review:

Motion by Steve, seconded by Kathleen, to approve vouchers 58 - 72 for April – May 2018 for payment from the town account. All ayes, motion carried.

Motion by Catherine, seconded by Dianna to approve payment of:

- invoice #5740 Mach IV \$1,115.00 for civil engineering redesign of storm water management

- invoice #4590 from Mavo in the amount of \$7,365.00 for asbestos removal
- invoice 17221-10 in the amount of \$1,655.90 to Hoffman Planning, Design & Construction, Inc.;
- invoice #10658 in the amount of \$60,131.48 from Greenfire Management System;
- invoice #1 for reimbursing Vicki Reuling for groundbreaking expenses in the amount of \$143.95.

All ayes, motion carried.

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

Reviewed the 2018 expenditures to date.

Old Business:

- Logistics for library services during construction: Things continue to go well since the move. Community response to the space is positive, but difficult to gauge usage. Staff is preparing for a busy summer, but hard to know what will pan out. Summer programming will reuse last year's SRP theme of "Build a Better World" adding "2.0." Programs will be held at school, at the theater, at Maple Lake, and other locations in the community. Continuing to review book fostering records and suppressing the records in the online catalog so holds aren't placed on items that are fostered. Question about summer cleaning at school and how it might affect our work. Have already briefly discussed with the janitorial staff and are aware of situation and making plans to coordinate cleaning and access to materials.
- Memorandum of Understanding with historical society: discussed the draft of the Memorandum of Understand proposed by the historical society. Overall feel it is a good document but need to look at some details. Advised that we check insurance limits needed for historical society space with insurance carrier. Will review again at next meeting.

New Business:

- Wisconsin DPI Public Library Standards – 2018 Update: the board reviewed the updated public library standards and discussed how it could be incorporated or used as a guide for future planning once the remodeling and expansion project is complete.
- Discuss/approve 2019 county budget request: Motion by Dan, second by Catherine to approve the county funding request. All ayes, motion carried.
- Discuss/approve 2019 cross border payment letters: Motion by Steve seconded by Ali, to approve the cross-border payments requests from Forest and Lincoln counties. All ayes, motion carried.
- 2019 capital budget: No budget materials have been received from the town yet. Will bring to future meetings as necessary.

Concerns and comments from trustees: None

Future agenda items: Memorandum of Understanding with historical society; discuss library board meeting time; recognition of Laura Wiperman's term of service to library board.

Comments from citizens: None

Next Meeting: Regular meeting June 19, 2018, 4:00 pm. at the Three Lakes School Board Room.

There being no further business, Catherine made a motion to adjourn, seconded by Dan. All ayes, motion carried. The meeting adjourned at 5:06 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes June 19, 2018
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent: None

Other Attendees: Erica Brewster (director), Vicki Reuling (chair, DCC), Tom Rulseh (Three Lakes Historical Society)

Paul Kaiser called the meeting to order at 4:00 p.m.

Agenda:

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

Approval of Minutes: Motion by Steve, seconded by Ali, to approve the minutes of the May 15, 2018 regular meeting as presented. All ayes, motion carried.

Correspondence: Note from Representative Tom Tiffany's office congratulating the library on the groundbreaking and looking forward to seeing it when it was completed.

Committee Reports:

Three Lakes Public Library Foundation: The Three Lakes Public Library Foundation met on June 18, 2018 for their annual and a regular meeting. Amy Baumetz stepped off the board at the end of the term she filled for Lois Grulkowski. Bob Werner and Vicki Reuling accepted appointments to new 3-year terms and Bob was re-elected president, Nancy Kimla, treasurer, and Vicki vice-president. A new member of the foundation board is being sought, and the secretary position as officer remains vacant. The foundation heard a report from Ron Patterson regarding management and payout of the building funds and the foundation briefly discussed the long-term management of the endowment funds. They will schedule a meeting in January following the completion of construction to discuss future investment strategies. In their regular meeting the foundation heard the final Spring Fling report. The event was the most successful yet raising \$4,547 for the furnishings fund. The foundation is reviewing the future of Spring Fling in general and will discuss that at future meetings. In other business, the foundation approved payment of May construction bills and funds for Tom Pease summer reading program performance.

Oneida County Library Board: The Oneida County Library Board will meet July 12, 2018 at 1 PM at the Oneida County Courthouse. The agenda has been sent to OCLB board members.

Demmer Design and Construction Committee: Vicki, Tom, and Erica meet on Tuesdays at 9 AM on site with the contractor, architect, site supervisor, owner's representative, and occasionally subcontractors as needed. The exterior work/excavation is held up currently until WPS can move the electrical and gas line. Additional water issues have been identified with the recent rains. Another challenge is contractors not showing up.

In addition to Tom, Vicki, and Erica, Brian Schubring, hired as owner's representative, has been on site at least 1x/week (at the construction meetings), and usually 2-3x/week. He posts his reports to the shared Procore site and participates in the weekly construction meetings.

The full DCC met on 6/13 and had a tour of the building prior to meeting before addressing their full agenda. The major points on that agenda included a report on the work of the signage workgroup and the presentation of the quotes for furniture. The signage group toured the building and has received communications/proposals from two vendors. Question to the board regarding logistics of contracting with the chosen vendor – would this need to go to bid (i.e.,

specific dollar limit). Steve clarified that a contract over \$25,000 would need to go to bid; the library board can choose not to go to bid by way of a ¾ vote of approval for contracts between \$5,000 - \$25,000. It would be possible to have multiple contracts with the same vendor over time as needs for signs are determined (e.g., additional signage needed for wayfinding after opening).

Erica presented the furnishings and shelving quotes to the DCC. Due to the difference between the quoted amounts and the available budget, a workgroup to focus on furniture, fixtures & equipment (FF&E) was appointed to take a closer look at the available FF&E budget and review the quotes. Options can include reusing some furniture, shelving, delaying purchase, etc. The workgroup will prioritize and report to the DCC.

The DCC also looked forward to the end of the project, and Catherine volunteered the library board to plan the ribbon cutting ceremony. Some discussion about timing. Will be placed on future agendas for further discussion.

Director's Report:

Erica added that the library staff are promoting the Great American Read (PBS program) for the adult summer reading program. Staff have printed off the Great American Read 100 top books checklist and stocked the books from the list at the storefront library. Participants can submit entries to drawing for each book read. Patrons are responding enthusiastically and it's giving the library staff an easy selection of books to have at the store. Will see how the program goes.

Newspapers are no longer available in town, so Lyn and other staff who live in Eagle River/Rhineland are bringing daily papers as often as possible.

Budget Review:

Motion by Dan, seconded by Catherine, to approve vouchers 73 - 88 for May – June 2018 for payment from the town account. All ayes, motion carried.

Motion by Catherine, seconded by Steve to approve payment of:

- \$1,515.45 to WPS for cost involved in relocating power to the town office during construction
- invoice #17221-11 from Hoffman for design expenses in the amount of \$2,500 and reimbursables of \$113.77 for a total of \$2613.77
- invoice #10675 in the amount of \$114,596.14 from Greenfire Management System
- payment of \$650 to Brian Shubring/Winchester Builders for owner's representative services
- payment of \$1,548.00 to attorney Greg Harrold for consulting on the construction contract

All ayes, motion carried.

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

Reviewed the 2018 expenditures to date.

Old Business:

- Logistics for library services during construction: Currently most day-to-day things are running well. The epic rain June 15, 16, and 17 resulted in more water in the basement of the storefront, plus unexpected ceiling leaks in the school hallway (D5, nonfiction). Fortunately, library staff and school custodial staff were able to respond quickly and only a few books sustained damage. Photos to document the incident are on file. The school custodial staff continued to keep an eye on the situation over the weekend.

Continue working on keeping the internet in service at all locations – not always an easy task. Many thanks to WVLS for their efforts and expertise.

- Memorandum of Understanding with historical society: Tom Rulseh from the historical society came to report on the response from the historical society and clarifications in the memorandum draft. Discussed possible

changes and agreed to send back to the historical society for a final draft and return for review/approval by the library board.

- 2019 capital budget: Erica presented the draft capital budget. Motion by Catherine, seconded by Steve to submit the 6-year capital plan as presented to the town as the basis for the capital budget process. All ayes, motion carried.

New Business:

- 2019 budget process: Erica reviewed the information included in the packet regarding the 2019 budget process memo and calendar, and a draft operating budget. Board discussed the draft operating budget. Motion by Steve, seconded by Catherine to approve use of 2019 Budget sheet worksheet as the basis for the town operating budget process. All ayes, motion carried.
- Town building maintenance position: Municipal works position – the town clerk and department heads are creating a job description for this position to present to the town board. Paul asked if the town is considering either a new employee or a property maintenance company. That hasn't been pursued/discussed. The board will need to advocate for the position, but there will be a question of dollars to fund such a position. The board will need to discuss this.
- Trustee Training Week, August 13-17: Presented the information on trustee training, specifically the orientation for the two new trustees. In addition, the library board should make plans to schedule a retreat for strategic planning.
- Discuss/approve change to future regular meeting time: Will continue with July 17 at 4 PM. Due to budget hearing. Motion by Steve, seconded by Dan to move the August 21 to 3:30 PM. All ayes, motion carried.

Concerns and comments from trustees: None

Future agenda items: Planning for ribbon cutting; vote on not sending signage to bid

Comments from citizens: None

Next Meeting: Regular meeting July 17, 2018, 4:00 pm. at the Three Lakes School Board Room.

There being no further business, Dan made a motion to adjourn, seconded by Ali. All ayes, motion carried. The meeting adjourned at 5:52 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes July 17, 2018
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Catherine Marshall, Paul Kaiser, Kathleen Olkowski, Alison Pichowski

Absent: Steve Garbowicz, Dan McKissack

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

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

Agenda:

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

Approval of Minutes: Motion by Kathleen, seconded by Catherine, to approve the minutes of the June 19, 2018 regular meeting with minor corrections as presented. All ayes, motion carried.

Correspondence: None

Committee Reports:

Three Lakes Public Library Foundation: has not met since the last library board meeting. Will meet on July 30, 2018. Rosie Obukowicz will come on the board after resignation of Amy Baumetz.

Oneida County Library Board: The Oneida County Library Board met on July 12, 2018 at 1 PM at the Oneida County Courthouse. The meeting was concise. The library directors shared reports of summer library programs. Only a brief legislative update with a positive budget outlook for state library systems. Oneida County budget requests were approved and OCLB may not need another meeting prior to the county budget hearings/approval. Next meeting currently set for November 15 at 1 PM.

Demmer Design and Construction Committee: Catherine reported on work done by the signage committee to continue pursuing meeting with a vendor. Vicki reviewed four change orders that the DCC has approved: upgrade to the style of ceiling tile; redesign for stormwater drainage that had been designed with the original town building plan, resulting in an increased cost of construction; increase in foundation waterproofing and drain tiles; plus a credit for a change in basement underfloor plumbing. Construction is behind schedule per the original schedule, but Greenfire's latest schedule still shows a completion date of 11/15. Any days after 11/30 without reaching substantial completion involve a penalty payment from Greenfire. Brian Schubring, owner's representative, and the architects feel that any of the work that has been done to date has been done well.

Paul asked about the note in the minutes about a pre-construction finish tour. Vicki had suggested having a progress tour for donor who do not overwinter in Three Lakes to see the building before they leave. The board agreed this was a good idea.

Director's Report:

Erica expanded on a few items in the report, including a report on attendance at the planned summer reading programs and how that may influence plans for next year.

Budget Review:

Motion by Catherine, seconded by Dianna, to approve vouchers 89 - 99 for June – July 2018 for payment from the town account. All ayes, motion carried.

Motion by Catherine, seconded by Ali to approve payment of:

- invoice #17221-12 from Hoffman for design expenses in the amount of \$1,800 and reimbursables of \$29.20 for a total of \$1,829.20
- approve Greenfire Management invoice #110693 up the amount of \$211,831.29
- payment of \$650 to Brian Shubring/Winchester Builders for owner's representative services

All ayes, motion carried.

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

Motion by Dianna, seconded by Kathleen, to approve the quarterly transfer of \$781.36 for fine and copier money to the town non-lapsing account.

Reviewed the 2018 expenditures to date.

Old Business:

- Logistics for library services during construction: Continues going well. Summer patrons appreciate the space and understanding with the limitations. Jerry Javenkoski and the Winery crew addressed some of the rain water drainage at the storefront which prevented basement flooding during the last heavy rainfall. Dianna asked if any progress had been made towards fixing school librarian access to Sierra in the fall. WVLS believes the problem is a firewall block on the school's end but the school technology consultant hasn't been able to isolate the problem. Staff will continue to work with the school librarians on offline checkout if Sierra isn't available.
- Memorandum of Understanding with historical society: Tabled until next meeting.
- 2019 budget process: Erica presented the town's first draft budget that will be presented at the town budget hearing following this library board meeting. The library's capital budget request was not included in the overall budget. After discussion, the board will request that at least the \$6,900 for the computers be restored to the town capital budget.
- Town building maintenance position: Erica had worked with Sue and submitted a draft for a town municipal works position. She also developed a summary of the requirements for training on building systems as described the library building specifications. Paul met with Jeff Bruss to discuss the need and that the town will have the same requirements. The town is looking for opportunity to fund this position.

New Business:

- Discuss/approve waiver to bidding process for building signage: Tabled until next meeting.
- Discuss/approve waiver to bidding process for shelving: Tabled until next meeting.
- Discuss/approve waiver to bidding process for building furnishings: Tabled until next meeting.
- Plan for building dedication/ribbon cutting: Discuss timing and a soft opening vs. grand opening.

Concerns and comments from trustees: Dianna noted that the Rotary Wine & Cheese event will be Monday, July 23. If there are tickets left, it's a good opportunity to support an organization that has supported the library.

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting August 21, 2018, 3:45 pm. at the Three Lakes School Board Room.

There being no further business, Dianna made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 5:19 p.m.

Minutes August 21, 2018
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent: Kathleen Olkowski, Alison Pichowski

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

Paul Kaiser called the meeting to order at 3:50 p.m.

Agenda:

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

Approval of Minutes: Motion by Dan, seconded by Dianna, to approve the minutes of the July 17, 2018 regular meeting with minor corrections as presented. All ayes, motion carried.

Correspondence: Ali Pichowski has communicated that due to changes in her family situation, she will be submitting her resignation from the board. We will place this on a future agenda and will discuss transfer of the school representative situation as needed.

Committee Reports:

Three Lakes Public Library Foundation: Met on July 30, 2018. Rosie Obukowicz came on the board after resignation of Amy Baumetz. The majority of the focus was organizing the list of donors and developing design for donor recognition wall in the new building.

Oneida County Library Board: The Oneida County Library Board has not met since the last library board meeting. The next event will be the Oneida County budget hearing on October 1 PM at 4 PM. The next OCLB meeting will be November 15 to review budget action by the Oneida County Board and do final approval for the OCLB 2019 budget disbursement.

Demmer Design and Construction Committee: as per usual draft minutes of the last meeting were shared as the written report. The DCC has been pursuing the questions of bidding requirements for furniture, fixtures & equipment purchases. Tom Asbeck has researched the legal opinions relating to bidding requirements for furnishings for the construction project, which would be considered a public works project. After discussion with the town clerk, the attorney on the town board, and the League of Municipalities, Tom and the DCC have determined that there is a separation between "fixtures" (lights, the lift, other built-in cabinetry, all currently included in the construction bid), and "furniture" which could be described as anything that would fall out if the building were to be picked up, turned upside down, and shaken. Therefore, the DCC does not believe that the library board would need to bid these items. Further, Erica has worked with a consultant to find lowest cost for quality items and purchase through the University of Wisconsin contract and prices and products have been compared across vendors, including local vendors.

Director's Report:

Erica briefly reviewed the report and answered questions as needed.

Budget Review:

Motion by Catherine, seconded by Dan, to approve vouchers 99 - 114 for July – August 2018 for payment from the town account. All ayes, motion carried.

Motion by Steve, seconded by Dianna to approve payment of: Greenfire Management invoice #10709 in the amount of \$285,814.28; invoice #17221-13 from Hoffman for design expenses in the amount of \$1,800 and reimbursables of \$126.46 for a total of \$1,926.46; payment of \$650 to Brian Shubring/Winchester Builders for owners; representative services. All ayes, motion carried.

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

Reviewed the 2018 expenditures to date.

Old Business:

- Logistics for library services during construction: The trustees appreciate the semi-regular email updates that Erica sends to keep people informed about the status of construction and other related items. No further questions or updates.
- Review/approve Memorandum of Understanding with historical society: Brief discussion about the final draft of the MOU as drafted by the historical society and reviewed by Steve. The terms seem reasonable for both parties. Terms can be renegotiated. Motion by Steve, seconded by Catherine to authorize the MOU and execute it as written. All ayes, motion carried.
- 2019 budget process: Erica and Paul met with Town Chair Jeff Bruss and Town Clerk Sue Harris to discuss the operating and capital budget. No concern was expressed about the operating budget; most the discussion centered around the capital budget. After discussion the proposal will be to return requested funds for staff computers, but copiers and public access computers won't be considered at this time. The library board would be able to direct funds from non-lapsing or other sources to those purposes as needed.
- Town building maintenance position: Erica had worked with Sue and submitted a draft for a town municipal works position. She also developed a summary of the requirements for training on building systems as described in the library building specifications. Paul met with Jeff Bruss to discuss the issue. The town is looking for opportunity to fund this position.
- Plan for building dedication/ribbon cutting: Tabled until next meeting.

New Business:

- Discuss/approve recommendation for purchase of children's area shelving: Erica presented the final quote for shelving for the children's area for \$28,891.62 from Embury, which includes construction, delivery, and installation. The DCC had reviewed quotes from two different companies presented by the consultant, and the DCC chose Embury's. The construction and delivery schedule is currently out past Thanksgiving, so the consultant asked that this be approved as soon as possible. Steve moved, Catherine seconded, to authorize the purchase of shelving for the children's area. All ayes, motion carried.
- Discuss/approve Hearing Loop: Erica presented a final quote for installing Hearing Loop technology in the large multipurpose room for \$3,800. The vendor will be Consulting With Clarity out of Colby, Wisconsin. Pending approval, they are able to start work immediately to coincide with the construction status of that room. Steve moved, Dianna seconded, to authorize the purchase and installation of the Hearing Loop in the multipurpose room. All ayes, motion carried.
- Discuss/approve library signage contractor: Catherine reported on the revisions made to the signage plan. Motion by Catherine, seconded by Steve, to accept the contract from Graphic House for exterior and interior signage. All ayes, motion carried.
- Trustee's Essentials Chapter 17: Tabled until next meeting.

- Report: Trustee Training Week: Erica listened to the first day, and Catherine listened in on 3 of 5. They seemed to be focused at larger libraries, but there were useful nuggets that would be good to review in the future.

Concerns and comments from trustees:

Future agenda items: Board vacancy

Comments from citizens: None

Next Meeting: Regular meeting September 17, 2018, 4:30 pm at the Three Lakes School Board Room.

There being no further business, Catherine made a motion to adjourn, seconded by Dan. All ayes, motion carried. The meeting adjourned at 5:06 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes September 17, 2018
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz (arrived at 4:36 PM), Steve Garbowicz, Catherine Marshall, Paul Kaiser (left at 5:26), Kathleen Olkowski

Absent: Dan McKissack, Alison Pichowski

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

Paul Kaiser called the meeting to order a 4:30 p.m.

Agenda:

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

Approval of Minutes: Motion by Catherine, seconded by Steve, to approve the minutes of the August 21, 2018 regular meeting as amended. All ayes, motion carried.

Correspondence: Erica shared a letter that accompanied a second donation from the JWP Group, with the promised to expect another donation before the end of 2018. Erica has written a thank you note. Catherine suggested that the board acknowledge the next donation.

Committee Reports:

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

Oneida County Library Board: Same update as August. The Oneida County Library Board has not met since the last library board meeting. The next event will be the Oneida County budget hearing on October 1 PM at 4 PM. The next OCLB meeting will be November 15 to review budget action by the Oneida County Board and do final approval for the OCLB 2019 budget disbursement.

Demmer Design and Construction Committee: met on September 12. Vicki explained there has been a problem with the design and plans for the new addition to the building matching up to the existing building. The current understanding is that the design for the addition was designed using the drawn plans for the original building, not the as-built measurements. There is a weekly meeting on Tuesdays at 9 AM and the DCC3 hopes to have an update on the plan to rectify the situation at their next meeting on 9/18. The problem has caused a significant delay to the schedule, but the exact fallout to the calendar hasn't been calculated.

In addition there are quality issues with the concrete to the front steps and ramp area which will require removal and replacement. Fortunately, weather constraints aside, this shouldn't have a huge impact on the overall timeline. That work can be done without affecting other interior/structural work.

Vicki shared the latest financial spreadsheet report with the library board via e-mail. The foundation made its final payment to the town, so all of the \$1.2 million pledged (including \$100k from the historical society) is now in the town account. Expenditures are on track.

When the building project was developed a certain amount was included in the construction budget for furniture and fixtures (FF&E). At this point there are estimated costs that will go beyond that budget. Since the pledge of \$1.2 million to the construction costs, the foundation has received additional gifts dedicated to the building project. Erica will prepare a proposal for specific furnishings to bring to the foundation at their next meeting.

Catherine presented the near-to-final designs for the package of signs for the building.

Director's Report:

Erica briefly reviewed the report and answered questions as needed.

Budget Review:

Motion by Kathleen, seconded by Dianna, to approve vouchers 115 - 127 for August – September 2018 for payment from the town account. All ayes, motion carried.

Motion by Steve, seconded by Dianna to approve payment of: Greenfire Management invoice #10727 up to the amount of \$195,845.31; invoice #17221-14 from Hoffman for design expenses in the amount of \$1,800 and reimbursables of \$270.40 for a total of \$2,070.40; progress billing invoice #693818 from PieperPower/Systems Technologies for \$14,741.00; payment of \$650 to Brian Schubring/Winchester Builders for owner's representative services. All ayes, motion carried.

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

Reviewed the 2018 expenditures to date.

Old Business:

- **Logistics for library services during construction:** Planning is more difficult due to the unknowns in the schedule. The landlord for the storefront library does have a potential tenant and has asked for an update for his planning. As of now the school doesn't seem to be concerned with our projected move out date. For now we're continuing to tentatively plan as if the move will happen in mid-December.
- **2019 budget process:** No further changes have been made to the proposed 2019 budget. The annual budget hearing will be held on Tuesday, November 13, possibly 5:30 PM.
- **Town building maintenance position:** Steve reported that there has been some discussion at the town about shifting duties within the Public Works department, but nothing definitive. There is general agreement that this position is needed and it will occur, but details are yet to be worked out.
- **Plan for building dedication/ribbon cutting:** Plan to have a soft opening after moving in and a full dedication next summer.
- **Discuss/approve DCC recommendation for furniture purchase:** Erica presented two proposed purchases approved by the DCC: two additional circulation desk units from Hertz Furniture for \$1,126.67, including delivery, which was lower than any other listed price for units matching the existing desk; and a revision to the Systems Technology bid for the small conference room to swap out the ceiling mounted LCD projector for a 65" flat screen wall-mounted television, resulting in a quote deduct of \$1,197, from \$4,274 to \$3,077. Steve moved, Catherine seconded, to accept both quotes. All ayes, motion carried.
- **Trustees Essentials Chapter 17:** Reviewed "Membership in the Library System."

New Business:

- **Board vacancy:** Motion by Steve, seconded by Catherine to request Dr. George Karling appoint Dianna Blicharz as the school representative. All ayes, motion passes. Briefly discussed other potential candidates.

Concerns and comments from trustees:

Future agenda items: 2018 budget expenditures projection, board vacancy and new member orientation, Trustees Essentials chapter 18

Comments from citizens: None

Next Meeting: Regular meeting October 16, 2018, 4:30 pm at the Three Lakes School Board Room.

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

Respectfully submitted: Erica Brewster, Director

Minutes October 16, 2018
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Steve Garbowicz (left at 5:15), Catherine Marshall, Dan McKissack, Paul Kaiser

Absent: Kathleen Olkowski

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

Paul Kaiser called the meeting to order a 4:35 p.m.

Agenda:

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

Approval of Minutes: Motion by Steve, seconded by Catherine, to approve the minutes of the September 17, 2018 regular meeting as amended. All ayes, motion carried.

Correspondence: None.

Committee Reports:

Three Lakes Public Library Foundation: Met on 10/8/2018. The foundation reviewed the furnishings budget presented by Erica and approved a grant to the library to fund selected furnishings. They also reviewed/discussed the plan for the donor wall that is being designed and created in the Fab Lab.

Oneida County Library Board: Will meet on November 15. The county budget hearing was held at 4:30 October 1 and the budget request was approved as presented.

Demmer Design and Construction Committee: the DCC last met on October 10. The DCC continues to function well and has reviewed various items for FF&E and other items. There is continued concern about the schedule and timeline for the library construction. Tom reported on a phone conference he and Erica had with Kip Richie, president of Greenfire, and Mike Timmers, operations manager. After explaining concerns, they proposed an in-person meeting on Thursday, 10/18. Greenfire is holding a contractor meeting tomorrow and a new revised schedule will be presented on Thursday with an updated completion date.

The building is not yet weather tight (windows, roofing, finishing framing), the building is being heated with temporary heaters and dehumifiers, but there is still drying and heating that needs to happen before more work can occur. A large amount of work remains before "substantial completion." Some items may be completed in the spring (landscaping) and Greenfire may offer to extend warranties on some work.

Due to the delays, there has been a suggestion that Greenfire may request a formal change to the contract end date. This could be achieved through a change order, which would need to be signed off on by the town, the contract signatory.

Director's Report:

Erica briefly reviewed the report and answered questions as needed.

Budget Review:

Motion by Steve, seconded by Dan, to approve vouchers 128 - 142 for September – October 2018 for payment from the town account. All ayes, motion carried.

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

Construction bills:

Motion by Catherine, seconded by Dan to approve invoice #17221-15 from Hoffman for design expenses in the amount of \$1,800 and reimbursables of \$156.10 for a total of \$1,956.10; payment of \$650 to Brian Schubring/Winchester Builders for owner's representative services. All ayes, motion carried.

Vicki explained that Hoffman has reviewed the bill submitted by Greenfire for September 2018. They have concerns about the amount of work claimed to be completed and the actual work completed at the end of the month. They have asked for a revised bill to be submitted by Greenfire, which is said to be forthcoming. Motion by Steve, seconded by Catherine to approve Greenfire Management invoice #10739 up to the amount of \$151,510.31, subject to review and approval of an amount authorized by Hoffman. All ayes, motion carried.

Reviewed the 2018 expenditures to date.

Reviewed the quarterly financial report.

Motion by Dianna, seconded by Catherine, to approve the third quarterly transfer of \$832.52 for fine and copier money to the town non-lapsing account.

Old Business:

- Logistics for library services during construction: Per the discussion reviewing the DCC committee report, the construction timeline continues to be a concern for planning the return to the remodeled library. Things continue to function well in temporary spaces, but the landlord for the downtown space does have an interested tenant. However, based on the current status of construction, the board will mostly likely need to negotiate at least one more month of tenancy. School is fine with whatever additional time needed.
- 2019 budget process: Some minor changes have been made to the proposed 2019 budget: \$420 added to sewer line for increases in sewer fees, and \$2,219.46 reduced from health insurance. The annual budget hearing will be held on Tuesday, November 13, 5:30 PM.
- Town building maintenance position: Nothing new to report.
- Plan for building dedication/ribbon cutting: Nothing new to report.
- Discuss/approve DCC recommendation for furniture purchase: Motion by Steve, seconded by Dianna, that the Demmer Board of Trustees approve the furnishings list as presented and pay for those furnishings with the \$90,680 grant from the TLPLF.

Erica presented a proposal from Winchester Builders for two options: all new custom shelving for \$58,709; refurbished non-fiction shelving and all-new shelving in the remaining collections for \$43,467. Motion by Steve, seconded by Catherine, to accept the proposal from Winchester builders for all new custom shelving for \$58,709 as recommended by DCC. All ayes, motion carried.

- Board vacancy: Reviewed statement of interest from Ann Asbeck. Motion by Dan, seconded to Catherine, to accept Ann Asbeck as a trustee and recommend her to the town chair for appointment to the library board to fulfill the term through December 31, 2020. All ayes, motion carried. Following approval of Ann Asbeck by the town board, a formal request will be made to Dr. Karling to appoint Dianna as the official school representative.
- Trustees Essentials Chapter 18: Reviewed "Library Board Appointments and Composition."

New Business:

- Demmer Trust: Paul has composed a letter to the Demmer Trust to request a disbursement. He will sign and send the letter. The board reviewed correspondence from US Bank regarding terms of current trustees. Paul will follow up with the most recent trustees to see if they are interested in continuing, and then communicate with the town about finalizing the appointments.

- 2018 Staffing: Erica reviewed the 2018 staffing and evaluation of temporary/casual employees. Per their terms of employment, their contracts end on December 31, 2018. Due to the delays in construction and other factors, Erica presented some suggestions for proceeding with staffing beyond the end of this contract. She will solidify those options and the financial impact on the budget and bring it back to the board as a formal proposal in November.

Concerns and comments from trustees:

Future agenda items: 2018 expiring terms; 2019 staffing and evaluations - closed session, board member orientation

Comments from citizens: None

Next Meeting: Regular meeting November 20, 2018, 4:30 pm at the Three Lakes School Board Room.

There being no further business, Dan moved to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 6:14 PM.

Respectfully submitted: Erica Brewster, Director

Minutes October 30, 2018

Edward U. Demmer Memorial Library

Special meeting of the Library Board of Trustees

Trustee Attendance: Ann Asbeck, Steve Garbowicz, Paul Kaiser, Catherine Marshall

Absent: Dianna Blicharz, Dan McKissack, Kathleen Olkowski

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

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.

Discuss and approve Greenfire Management Services, LLC, Change Order for Extension of Contract Time due to existing conditions:

Greenfire has submitted a formal change order to amend the end date in the contract from 11/30/2018 to 12/21/2018. The change order has no cost increase to the Demmer project. Tom Asbeck summarized the design challenges that caused a significant unexpected delay to the project.

The DCC3 has been expressing concern about the schedule since meetings on 5/22 and 6/05. The DCC finally made a call to the president of Greenfire on 10/12, and the president and operations manager made an in-person visit on 10/18 and returned on 10/23. Until about two weeks ago they couldn't give a good estimate of the final completion date. The building was successfully closed in within the last 10 days which gave Greenfire the ability to estimate a final end date.

There is now evidence of more coordination on site including 8 AM Tuesday subcontractor meetings. Some subcontractors have been replaced/added in order to keep ahead of the work. Greenfire is now providing the project teams with a 3-week look-ahead of day-by-day activities on site. Steady progress has been made on site since 10/22.

The contract reads that the owner reserves the right to assess liquidated damages in the amount of \$500/day; it does not require that those damages be assessed. Tom gave his reasoning for waiving those fines up to 12/21: Greenfire has shown a good faith effort to improve performance to overcome prior challenges and to deliver a high-quality product, to maintain a good relationship with the owners, and is not passing on additional project charges to the library. He also pointed out that the project could quickly lose focus if those involved became entangled in questions of cost and time.

The DCC did approve the change order presented at their meeting on 10/29.

Hoffman did present new information to the DCC3 this morning indicating that due to the additional work and supervisory visits both related to the above construction time delay they will be submitting a change order with those extra costs. They weren't able to give us an estimate of those costs by meeting time. It was suggested before we sign this change order that we request Greenfire cover the costs of the Hoffman change order.

Steve asked about potential impact on the temporary storefront location. Erica has had discussions with the landlord. He has a new tenant lined up and is anxious to begin preparations for this, but also understands the construction situation. Likely we would be looking at one more additional month, assuming no major difficulties arise.

Motion by Steve, seconded by Catherine to recommend the change order to revise the contracted completion date be passed on to the town board for approval. All ayes, motion carried.

Motion by Catherine, seconded by Ann, to adjourn the Library Board meeting. All ayes. There being no further business, the meeting was adjourned at 4:56 p.m.

Respectfully submitted: Erica Brewster, Director

Minutes November 20, 2018
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent: none

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

Paul Kaiser called the meeting to order a 4:30 p.m.

Agenda:

Motion by Steve, seconded by Catherine, to approve the agenda in any order, especially noting the closed session will come at the end of the meeting. All ayes, motion carried.

Approval of Minutes: Motion by Catherine, seconded by Dianna, to approve the minutes of the October 16, 2018 regular meeting as amended. All ayes, motion carried. Motion by Catherine, seconded by Ann, to approve the minutes of the October 30, 2018 special meeting as amended. All ayes, motion carried.

Correspondence: Correspondence relates to the Demmer Trust and will be discussed under that item.

Committee Reports:

Three Lakes Public Library Foundation: Met on 11/6/2018. They continued to review the plan for the donor wall that is being designed and created in the Fab Lab. They also approved an additional donation of funds to cover the cost of furniture delivery and installation of the furniture ordered after the last meetings.

Oneida County Library Board: Met on November 15 to accept the 2019 budget as approved by the full Oneida County Board on 11/13/2018. The Demmer will receive \$43,642, same as 2018, in 2019. Kris Adams Wendt shared a legislative update including re-elected local representative Rob Swearingen and newly elected governor Tony Evers.

Demmer Design and Construction Committee: shared the minutes from the 11/14 DCC meeting. Update on construction: front timbers were added which meant the roof could be finished and shingles done. Landscaping couldn't be completed before freeze-up, so next week they will do some rough-grading and bring in topsoil to level ground and absorb extra moisture; they will return in the spring to complete. Siding will follow the installation exterior soffits. Basement is nearing completion – major pieces remaining are windows, doors, floors, and trim. Upstairs has been drywalled and primer paint is being done. The next key piece is the floor leveling – first in the children's area, then in the existing main area, up to 2.5". Greenfire has received some tentative numbers and is still working to select and contract with a subcontractor for that. The first quote was for \$60k, but a phone call to Tom Asbeck earlier today suggested the cost would be around \$10,000. This may require a change order to approve. The floor will take 2+ weeks to cure before bookshelves can be placed on it. Upcoming: the front will be tented and stacked stone will be put on the columns, then on the fireplace. The mantel for the fireplace will be cut to fit.

The DCC3 asked that Greenfire focus more on creating a realistic, attainable schedule that didn't compromise the quality of work. In addition to discussing the change, the president and operations manager from Greenfire made a trip to visit the site and discuss scheduling concerns and have followed up with weekly meetings with the DCC3 to make sure the project continues to go smoothly.

The new substantial completion date is 1/16/2019, final completion 1/31/19. Under this new schedule Hoffman will come back for two more visits: one for above ceiling inspection, and one for final completion. Tom prepared and

presented an itemized list of expenses that we will incur as a result of the delay for Greenfire to cover. Tom proposed approval to a new change order amending the contract delivery date to 1/31/19 including reimbursement of the incurred costs.

Motion by Catherine, seconded by Steve to accept the change in dates of substantial completion to 1/16/2019 and final completion with 1/31/2019, with the understanding that Greenfire will return in the spring to complete the landscaping. All ayes, motion carried.

Director's Report:

Erica briefly reviewed the report and answered questions as needed.

Budget Review:

Motion by Steve, seconded by Kathleen, to approve vouchers 143 - 160 for October – September 2018 for payment from the town account. All ayes, motion carried.

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

Construction bills:

Motion by Dan, seconded by Ann to approve Greenfire Management invoice #10756 up to the amount of \$72,252.67, as approved and amount authorized by Hoffman; invoice #17221-16 from Hoffman for design expenses in the amount of \$1,645.00 and reimbursables of \$245.50 for a total of \$1,899.50; payment of \$650 to Brian Schubring/Winchester Builders for owner's representative services; progress billing invoice #700360 from Pieper Electric in the amount of \$14,741.00; and an additional invoice was received after the foundation and DCC meetings Mach IV 6200 for \$2,022.50 for costs associated with various civil engineering redesigns. All ayes, motion carried.

Reviewed the 2018 expenditures to date.

Old Business:

- Logistics for library services during construction: Erica has been in touch with Mark McCain and will send a written request for lease extension. She has been in touch with movers and they are still interested in working with us, however she won't follow up on dates or contracting until the floor leveling is scheduled, or ideally completed, so we have more confidence in the final timeline.
- 2019 budget process: The town electors and board approved the 2019 operating and capital budgets as presented at the 11/13/2018 annual meeting. The library board reviewed the detailed final budget.
- Town building maintenance position: Nothing new to report.
- Plan for building dedication/ribbon cutting: Nothing new to report.
- Demmer Trust: several pieces of communication have been received regarding the Demmer Trust. Paul reported on his discussion regarding correspondence with trustees Ken Klein and Jim Levandoski. The board reviewed a letter from trustee Ken Klein and an email from U.S. Bank reporting on the distribution amount that will be released based on requirement to avoid excise tax.

Paul further discussed the need for seeking new trustees if Ken and Jim's terms are up. Requested to place on the agenda for December to review the terms of the trust and identify possible replacements.

- Trustees Essentials Chapter 19: Reviewed the certification requirements; request that information on completed CEUs be added to director reports.

New Business:

- Introduce new board member: Ann Asbeck has joined the board to fulfill the term of Ali Pichowski. Paul invited Ann and Dan McKissack to join him and Erica for an orientation meeting on 11/29.
- Board members with expiring terms: Terms for Kathleen Olkowksi and Dianna Blicharz will expire on 12/31/18. Both agreed to appointments to new 3-year terms. Erica will send the request to Sue to place on the next town board agenda and confirm Dianna as school representative appointee with Dr. Karling.
- Library director evaluation: Dan will take the lead in collecting the evaluations from the library board; will be placed on the December agenda.
- Library director unused vacation time: Reviewed in closed session
- Closed Session:

Steve moved, seconded by Ann, to enter into closed session per section 19.85(1)(c) of Wisconsin state statutes for purposes of considering employment, promotion, compensation or performance evaluation data of library staff. (Topic: staff evaluations, review 2019 staffing proposals.)

- Roll call: Ann: aye, Dianna: aye, Steve: aye, Paul: aye, Catherine: aye, Dan: aye, Kathleen: aye.
- Action in closed session:

Staff evaluation results were reviewed. Proposed 2019 staff salaries were approved with 3% merit pay increase for Erica Brewster, Lyn Pietila, Carolyn Eaglesham, Denise Voss, Janet Dixon, and Sandy Theisen as included in the 2019 budget process.

Motion by Steve, seconded by Catherine to increase Charlotte Horant to \$14/hr in 2019. All ayes, motion carried.

Motion by Steve, seconded by Catherine to authorize an increase of hours up to 30 for April Lammert for a regular part-time position with compensation starting at \$11 and increasing \$11.50 per performance review in June. All ayes, motion carried.

Motion by Steve, seconded by Dan, to offer an end of year bonus of \$500 to Lyn, \$750 to Janet, and \$1000 to Erica, with other employees receiving \$100 gift certificate, in recognition for work done during the construction project in 2018, to be taken from unspent staff salaries for 2018. All ayes, motion carried.

Motion by Steve, seconded by Ann, to authorize the reimbursement of 80 unused vacation hours to Erica Brewster, recognizing the extraordinary circumstances of building construction in 2018. All ayes, motion carried.

- Return to open session Steve moved, Ann seconded to return to open session. Roll call: Ann: aye, Dianna: aye, Steve: aye, Paul: aye, Catherine: aye, Dan: aye, Kathleen: aye.

Concerns and comments from trustees:

Future agenda items: Demmer Trust; library director evaluation; Trustees Essentials 20 – Kathleen.

Comments from citizens: None

Next Meeting: Regular meeting December 18, 2018, 4:30 pm at the Three Lakes School Board Room.

There being no further business, Kathleen moved to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 7:10 PM.

Respectfully submitted: Erica Brewster, Director

Minutes December 18, 2018
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Dan McKissack, Kathleen Olkowski

Absent: Catherine Marshall

Other Attendees: Erica Brewster (director), Tom Asbeck (member, DCC)

Paul Kaiser called the meeting to order a 4:30 p.m.

Agenda:

Motion by Ann, seconded by Steve, to approve the agenda in any order, especially noting the closed session will come at the end of the meeting. All ayes, motion carried.

Approval of Minutes: Motion by Dan, seconded by Kathleen, to approve the minutes of the November 20, 2018 regular meeting as amended.

Correspondence: None

Committee Reports:

Three Lakes Public Library Foundation: Met on 12/10/2018. Reviewed building progress to date, approved payment of construction bills, work on the donor recognition wall, and approved a postcard thank-you mailing that will go out to donors this week.

Oneida County Library Board: Will meet next in February.

Demmer Design and Construction Committee: met on 12/17/2018. Tom reported on progress to date. Postponed until spring: final grading, staining concrete, painting of the cement board, rain barrels, asphalt and asphalt striping, caulking of exterior siding, landscape rock and rest of grading and landscaping. Interior: above ceiling inspections have been completed and they are waiting for the final reports, then ceiling tile can be dropped. Framing and doors are hung and glass is on site for installation. First floor: drywall and soffit repairs have been completed, fireplace is complete (mantel, hearth, stonework), lights are in, young adult area will need floor floating which will require several days for curing.

Erica continues to coordinate the telephone, cable, internet, low voltage, and WVLS IT personnel to complete technology/communications systems setup.

Director's Report:

Erica briefly reviewed the report and answered questions as needed. Erica updated the board with the changes in staffing since the prior meeting; she will present final changes at the January meeting.

Budget Review:

Motion by Steve, seconded by Dan, to approve vouchers 161 - 176 for November – December 2018 for payment from the town account. All ayes, motion carried.

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

Construction bills:

Motion by Dianna, seconded by Ann to approve Greenfire Management invoice #10775 up to the amount of \$220,299.97, final amount as authorized by Hoffman Planning, Design and Construction; payment of \$650 to Brian Schubring/Winchester Builders for owner's representative services; progress billing invoice #703435 from Pieper Electric in the amount of \$14,741.00; and invoice #633698 in the amount of \$1,126.67 to Hertz Furniture for two additional circulation desk units. All ayes, motion carried.

Reviewed the 2018 expenditures to date.

Motion by Kathleen, seconded by Steve, to authorize payment of bills before the end of the year, with a report in January. All ayes, motion carried.

Old Business:

- Logistics for library services during construction: The contractor's substantial completion date is January 17, so furniture delivery and moving will begin after that date. The first firm date is for children's area shelving, which will be delivered and installed on January 29 and 30. Other shelving will be delivered in stages, which could mean that books will be moved from the school in sections (i.e., nonfiction first, then all fiction, etc.). Essnetial furniture was packed at the front of the semitrailer. Those items will be offloaded, and unused items (e.g., shelving and furniture at the downtown storefront library) will be loaded on for storage until spring at which time items can be auctioned or transferred to an eligible nonprofit, etc.

There has been discussion about uses of the green space that will be between the library and the new town building once the old town building is demolished in the spring/summer of 2019. Erica has approached town chair Jeff Bruss and he agreed that a workgroup could convene in February/March 2019 to begin brainstorming ideas for potential uses for this space, but no major work would begin until fall of 2019. Additionally, Mary Sowinski successfully applied for and received a \$2,500 landscaping grant from the American Transmission Company which will be applied to this shared green space.

- Town building maintenance position: Two new job positions have been posted on the town's website, one for building custodian and grounds maintenance, the other for public works superintendent. Both are open until 1/11/2019. The positions are on the town board agenda for later.
- Plan for building dedication/ribbon cutting: Continue to discuss a spring date. The large sign in front of the building won't be installed until spring, and there was the suggestion that the "grand opening" include an unveiling of the sign. Also suggested was potentially coordinating with town for a shared dedication event for both buildings.
- Demmer Trust: Paul reviewed the handouts included in the packet including the history of distributions from the Demmer Trust and the definitions of the Public Foundation 990 IRS-required distributions. The 2018 PF990 distribution check was deposited in the existing money market maintenance account; some discussion about possible management of future funds received through annual 990 distributions. The terms of the two current trustees will expire at the end of 2018. David Hintz has agreed to accept and Pat Brainard is considering nomination for appointment to a 5-year term as Demmer Trust trustees.

Motion by Steve, seconded by Dianna, to present Dave Hintz to the Three Lakes Town Board for appointment as a Demmer Trust trustee for a 5-year non-renewable term to begin in January 2019. All ayes, motion carried.

Motion by Steve, seconded by Dan, to present Pat Brainard to the Three Lakes town board for appointment as a Demmer trustee for a 5-year non-renewable term to begin in January 2019, pending Pat's acceptance. All ayes, motion carried.

- Trustees Essentials Chapter 20: Postponed until January.
- Library director evaluation: Dan shared the results of the library director evaluation. Motion by Steve, seconded by Dianna to authorize Dan to meet with Erica to review the evaluation results. All ayes, motion carried.

Concerns and comments from trustees:

Future agenda items: Dan - report on director evaluation

Comments from citizens: None

Next Meeting: Regular meeting January 15, 2018, 4:30 pm at the Three Lakes School Board Room.

There being no further business, Dianna moved to adjourn, seconded by Kathleen. All ayes, motion carried. The meeting adjourned at 5:57 PM.

Respectfully submitted: Erica Brewster, Director