

Minutes January 21, 2020
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Dan McKissack, Kathleen Olkowski, Patty Wallesverd

Absent: Steve Garbowicz

Other Attendees: Erica Brewster (director)

Dan McKissack called the meeting to order at 4:33 p.m.

Agenda:

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

Approval of Minutes: Motion by Ann, seconded by Kathleen, to approve the minutes of the December 17, 2019 regular meeting as amended. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: The next meeting will be held in or around February 2020. The discussion of the solar project will be on the agenda.

Oneida County Library Board: The next meeting is scheduled for this Thursday, February 20, 2020 at 1 PM at the Oneida County courthouse. The previous meeting covered much of the discussion about Marathon County Library Board and some about Library Legislative Day.

Strategic Planning workgroup: Met on Thursday, January 16. Reviewed notes/minutes from the first prioritization session. This was the first meeting in Phase 2, focused on prioritizing vision/desired futures and clarifying actionable items. Major themes identified: role of volunteers, continuing to clarify and respond to the community priorities, creative partnerships, communication, and marketing. The next meeting will be February 13 at 2 PM.

Director's Report:

- Director's Report: Erica reviewed her monthly director's report.
- Green space/construction update: Erica reviewed the updates included in the monthly director's report. Library, Hoffman, and Greenfire are still working to schedule a final walk through with Hoffman. In addition, Paul Muetlein, town maintenance manager, left the position as of 1/17/2020, so there is currently no building/maintenance worker at the town.
- System/Vcat updates: The MCPL taskforce to explore the option of moving from WVLS to the South-Central Library System will meet for the first time on Monday, January 27, 2020 at 11 AM in the Wausau Room at the Marathon County Public Library headquarters.

Budget Review:

Motion by Patty, seconded by Dianna, to approve vouchers 1 - 9 for January 2020 for payment from the town account. All ayes, motion carried.

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

Motion by Dianna, seconded by Ann, to approve \$2,545.00 for Winchester Builders for book sale shelving from the book sale proceeds account. All ayes, motion carried.

Motion by Patty, seconded by Dianna, to approve payment of \$250 reimbursable expense to Hoffman from the BMO account. All ayes, motion carried.

Motion by Dan, seconded by Ann, to approve purchasing a 5-year renewal for the Genetec security system software in the amount of \$1,950.00, payable to Pieper Power/Systems Technologies from the property maintenance account. All ayes, motion carried.

Motion by Kathleen, seconded by Patty, to approve capital expense of \$2,400 from capital 2019 and \$5,143.46 from nonlapsing funds for new copiers installed on 1/8/2020. All ayes, motion carried.

Motion by, Kathleen, seconded by Ann, to approve the deposit of fines and copier money collected in the 4th quarter of 2019 into the non-lapsing account with the town. All ayes, motion carried.

Reviewed the 2020 expenditures to date. Dianna asked the question as to whether budget for staff membership in WLA should be a separate line item in the budget. Discussion about how the budget is presented and potential changes.

Reviewed the 2019 end of year summary.

Review mini-grants: none received.

Old Business:

- Mini-grant procedure: Reviewed the proposed mini-grant procedure. The board accepted as presented.
- Trustees Essentials Chapter 27 – Trustee Orientation and Continuing Education: Tabled until next meeting – board members will take time to review the chapter.
- Discuss/approve – library preface/amendments to town employee handbook: the board reviewed the side-by-side comparison of the pertinent parts of the two handbooks. Several edits and changes were discussed to bring the two handbooks more into line with each other. Motion by Patty, seconded by Ann to approve the preface and amendment document with changes as discussed. All ayes, motion carried.

New Business:

- Election of board officers for 2020: Motion by Patty, seconded by Dan to nominate the following slate officers: Ann Asbeck, President, Dan McKissack, Vice President, Kathleen Olkowski as Treasurer for 2020. All ayes, motion carried.
- Review/approve 2020 holiday closed days: Library holiday closure days 2020:
 - ½ day: Friday, April 10, 2020 – Good Friday
 - Full day: Monday, May 25, 2020 - Memorial Day
 - Full day: Saturday, July 4, 2020 – 4th of July (benefitted staff will flex holiday time during week)
 - Full day: Monday, September 7, 2020 – Labor Day
 - Full day: Thursday, November 26, 2020 – Thanksgiving Day
 - Full day: Thursday, December 24, 2020 – Christmas Eve Day
 - Full day: Friday, December 25, 2020 – Christmas Day
 - ½ day: Thursday, December 31, 2020 – New Year’s Eve Day
 - Full day: Friday, January 1, 2021 – New Year’s Day

- 2020 Candidate Forum: There are two seats up for election on both town board and school board. Ed Starke and Brian Slizewski have declared candidacy for town board, and Stacey Klein and Randy Ingram for school board. The board will pursue the dates of either March 18 or 25, with the 25th as first choice. Dianna will confirm the date with the theater. 5:30 doors open and 6 PM start. Erica will create a Google folder with all previous years' information.
- Closed Session:
Ann 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 – director evaluation.)
 - Roll call: Dan: aye, Patty: aye, Kathleen: aye, Ann: aye, Dianna: aye.
 - Return to open session: Dan moved, Ann seconded, to return to open session. Roll call: Dan: aye, Patty: aye, Kathleen: aye, Ann: aye, Dianna: aye.
 - Report on action in closed session: the library board received a report on director performance and 2020 goals and subsequently acted to offer support for achieving goals in 2020, e.g., professional development opportunities, equipment purchase, etc., to be presented to board for approval.

Concerns and comments from trustees:

Future agenda items: The town has received notice that Karban Television (KTVS) will be withdrawing as a provider of cable television service in Three Lakes as of 6/29/2020. This will also end broadcast of Channel 4. This will be placed on the agenda as a future discussion item.

Comments from citizens: None

Next Meeting: Regular meeting February 18, 2020, 4:30 pm at the Demmer Library Tamarack Room.

There being no further business, Kathleen moved to adjourn, seconded by Patty. All ayes, motion carried. The meeting adjourned at 6:35 PM.

Respectfully submitted: Erica Brewster, Director

Minutes February 18, 2020
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Steve Garbowicz, Kathleen Olkowski, Patty Wallesverd

Absent: Dan McKissack

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:34 p.m.

Agenda:

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

Approval of Minutes: Motion by Patty, seconded by Steve, to approve the minutes of the January 21, 2020 regular meeting as amended. All ayes, motion carried.

Correspondence: Email from WVLS director Marla Sepnafski: Demmer Library was listed on Library Journal's annual list of "America's Star Libraries 2019" for 2017 statistics.

Committee Reports:

Three Lakes Public Library Foundation: Has not met and a meeting is not yet scheduled.

Oneida County Library Board: The next meeting is scheduled for this Thursday, February 20, 2020 at 1 PM at the Oneida County courthouse.

Strategic Planning workgroup: Met on Thursday, February 13. Reviewed draft action plans on five values: volunteers (welcoming), communication/marketing (communication), creative partnerships (funnovation), library governance (integrity), and facilities/accessibility (service). Staff will meet with facilitator on March 3 to review and discuss input to action plans. The next meeting of the SP workgroup will be scheduled after.

Director's Report:

- Director's Report: Erica reviewed her monthly director's report.
- Green space/construction update: The new town maintenance manager, Josh Paetow, started on 1/27. As stated in director's report, found roof leak below the south wall ice damming. Discussed the roof issues during the final walkthrough with Hoffman on 2/5. Further investigation in attic on 2/11 and ice removal was completed on 2/15. Green space committee met on 2/6 and first drafts of a design are being developed.
- System/Vcat updates: There was not a quorum present at the first scheduled taskforce meeting, so the first official meeting was held on 2/17. Erica shared updates from the informational session on 1/27 and agenda/notes from the 2/17 meeting.

Budget Review:

Motion by Steve, seconded by Dianna, to approve vouchers 10 - 22 for January-February 2020 for payment from the town account. All ayes, motion carried.

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

Motion by Steve, seconded by Patty, to approve \$650.00 for Winchester Builders for construction management to be paid from the property maintenance account. All ayes, motion carried.

Reviewed the 2020 expenditures to date.

Review mini-grants: none received.

Old Business:

- 2020 Candidate Forum: Will reserve the Three Lakes Center for the Arts for March 25. Two seats and two candidates for school board, and three candidates (one write-in) for town board. Board members determined and assigned tasks and roles.
- Trustees Essentials Chapter 27 – Trustee Orientation and Continuing Education: Reviewed the chapter and discussed opportunities for trustee training. Will return to Chapter 1 when the new town representative is appointed.

New Business:

- Review/approve 2019 annual report: Motion by Patty, seconded by Dianna to approve the annual report as presented. All ayes, motion carried.
- Review/approve 2019 annual report statement of effectiveness: Motion by Kathleen, seconded by Steve to approve the annual report statement of effectiveness as presented. All ayes, motion carried.
- Review/approve H. Materials Selection – Collection Development Policy (update): Motion by Patty, seconded by Kathleen to approve the updates to the Materials Selection – Collection Development policy as corrected/amended. All ayes, motion carried.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting March 17, 2020, 4:30 pm at the Demmer Library Tamarack Room.

There being no further business, Steve moved to adjourn, seconded by Kathleen. All ayes, motion carried. The meeting adjourned at 6:00 PM.

Respectfully submitted: Erica Brewster, Director

Minutes March 17, 2020
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dianna Blicharz, Steve Garbowicz, Dan McKissack (via phone), Kathleen Olkowski, Patty Wallesverd

Absent: Ann Asbeck (excused)

Other Attendees: Erica Brewster (director)

Dan McKissack called the meeting to order at 4:30 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 Patty, seconded by Kathleen, to approve the minutes of the February 18, 2020 regular meeting as presented. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: Has not met and a meeting is not yet scheduled.

Oneida County Library Board: Meeting was held Thursday, February 20, 2020. Main discussion focused on the System Inquiry Task Force formed to respond to MCPL's initiative to move to South Central Library System.

Strategic Planning workgroup: Library staff met with facilitator on March 3 to review and discuss input to action plans and their feedback is being incorporated into the action plans. The next meeting of the SP workgroup is will be rescheduled following coronavirus concerns have passed.

Director's Report:

- Director's Report: Erica reviewed her monthly director's report.
- Green space/construction update: Green space committee met on 3/5/2020 and reviewed the initial CAD drawing from submitted sketches. Those in attendance liked the basic layout for walkway/major spaces, but expressed concern that the benches and landscaping was "too much" for small space. Also heard from Historical Museum regarding the addition of a 4'x8' "Welcome to Three Lakes" sign planned for the sports shed; the Legion regarding donation of flag poles and flags for Veteran's Memorial portion, the Chamber regarding Trex plastic recycling program for donation of benches and feedback on use of memorial bricks.

No further construction work has been completed either on remediation of roof icing or other punch list items.

- System/Vcat updates: Updates from the system are currently focused on the potential threat of corona virus, including the imminent closure of schools and potential for further restrictions on gatherings, meetings, and public buildings/services.

Board members, in light of the uncertainty posed by the pandemic, noted that they wanted to fully support the ongoing financial support of staff through payment of budgeted wages as long as was possible should active employment not be possible. Further action would be taken as needed.

Budget Review:

Motion by Dianna, seconded by Patty, to approve vouchers 23 - 33 for February-March 2020 for payment from the town account. All ayes, motion carried.

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

Motion by Steve, seconded by Patty, to approve \$2,000 for Essential Restoration, LLC, for removal of ice dams (in arears). All ayes, motion carried.

Reviewed the 2020 expenditures to date.

Review mini-grants: reviewed mini-grant for student art month. Motion by Dianna, seconded by Patty, to approve mini-grant from special account donations. All ayes, motion carries.

Old Business:

- 2020 Candidate Forum: Will contact the candidates to see if we can do a recorded session with the candidates. Steve will still moderate, Patty will assist with questions, and Dianna and Dan will help as necessary.

New Business:

- Review/approve – R. Inclement Weather and Emergencies Policy: changes discussed will be brought back to a future meetings.
- Review/approve – Ra. Inclement Weather and Emergencies Policy, Infectious Disease Addendum: Accepted as presented. An additional addendum will be created with procedures for health, fire, and severe weather emergencies.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting April 21, 2020, 4:30 pm at the Demmer Library Tamarack Room.

There being no further business, Dianna moved to adjourn, seconded by Patty. All ayes, motion carried. The meeting adjourned at 5:34 PM.

Respectfully submitted: Erica Brewster, Director

Minutes April 6, 2020

Edward U. Demmer Memorial Library

Special meeting of the Library Board of Trustees

All attendees via teleconference per COVID-19 Safer At Home public meeting requirements

Trustee Attendance: Ann Asbeck, Steve Garbowicz, Dan McKissack, Kathleen Olkowski, Patty Wallesverd

Absent: Dianna Blicharz (excused)

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 3:01 p.m.

Agenda:

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

Discuss/approve – Demmer Library staffing plan during COVID-19 closure:

Ann Asbeck, in consultation with other library board members, and Erica Brewster, in consultation with library staff, worked with the town deputy clerk and town chairman to create a staffing plan that was in accordance with the town memorandum for staffing during the COVID-19 Safer at Home order and specifically addressing the best situation for each individual staff based on specific circumstances. There is still a desire to continue library work and online services during the complete closure and be able to reopen to limited/complete services as quickly as deemed safe.

Motion by Steve, seconded by Patty, to accept the staffing plan outlined in memo dated 4/1/2020 to Chairman Jeff Bruss, as presented. All ayes, motion carried.

Director report on building, services, and online programming:

- The building has been secured and Erica is able to remotely monitor the major library systems while at home. She makes in-person visits 2 – 3 times/week to collect mail, check in library returns, and do general building maintenance, etc.
- Digital services continue to be available and added during closure. WPLC is adding licenses and titles to Overdrive, Ancestry.com is temporarily available free of charge to library card holders at home, several digital content publishers are making their resources available for free for at-home learning, and more. The Demmer Library is offering “online only” digital library cards to individuals who don’t have a library card but want to take advantage of these services.
- April and Charlotte are working on a slate of online programs around daily themes. Mondays: continued education; Tuesday: families and children; Wednesdays: STEM day; Thursday: community connections (local history) and resources; Friday: fun day. In addition, WVLS has obtained licenses for an online conferencing platform so we will be able to offer virtual videoconference meetings for library clubs and those community groups who regularly use our meeting rooms.

Comments from citizens: None

There being no further business, Steve moved to adjourn, seconded by Dan. All ayes, motion carried. The meeting adjourned at 3:13 PM.

Respectfully submitted: Erica Brewster, Director

Minutes April 28, 2020
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

All attendees via teleconference per COVID-19 Safer At Home public meeting requirements

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm, Steve Garbowicz, Dan McKissack, Kathleen Olkowski, Patty Wallesverd

Absent:

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:32 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 Patty, seconded by Dan, to approve the minutes of the March 17, 2020 regular meeting as presented. All ayes, motion carried. Motion by Patty, seconded by Kathleen, to approve the minutes of the April 6, 2020 special meeting as presented. All ayes, motion carried.

Correspondence:

Committee Reports:

Committee reports were postponed until next regular meeting or following the end of the COVID-19 closure.

Oneida County Library Board: The meeting for May will be rescheduled.

Director's Report:

- Director's Report: Erica reviewed her monthly director's report.

Budget Review:

Motion by Kathleen, seconded by Dianna, to approve vouchers 34 - 44 for March-April 2020 for payment from the town account. All ayes, motion carried.

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

Motion by Steve, seconded by Patty, to approve the first quarter 2020 deposit of copy and fine money to the town nonlapsing account. All ayes, motion carried.

Reviewed the 2020 expenditures to date.

Old Business:

- None

New Business:

- Library board appointments: Steve Garbowicz was appointed by the town board to complete Paul Kaiser's term, ending December 31, 2022. Jeff Boehm was appointed the new town representative to replace Steve who did not run for reelection as town supervisor. The board welcomed them.
- Discuss/approve – plan for curbside service and delivery: Erica reviewed the plan as presented and discussion followed.

Motion by Steve, seconded by Dan, to approve the curbside delivery plan and to authorize the director to have the discretion to respond to future orders of the governor or department of health services in implementing this plan as presented. All ayes, motion carried.

Concerns and comments from trustees:

Future agenda items: Consideration of a memorial for Pat Hine, who passed away earlier this month. Pat was a great supporter of the Friends of the Library and the Spring Fling.

Comments from citizens: None

Next Meeting: Regular meeting May 19, 2020, 4:30 pm via video/teleconference.

There being no further business, Dan moved to adjourn, seconded by Patty. All ayes, motion carried. The meeting adjourned at 5:12 PM.

Respectfully submitted: Erica Brewster, Director

Minutes May 19, 2020
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

All attendees via teleconference per COVID-19 Safer At Home public meeting requirements

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm, Steve Garbowicz, Dan McKissack, Kathleen Olkowski, Patty Wallesverd

Absent:

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:30 p.m.

Agenda:

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

Approval of Minutes: Motion by Kathleen, seconded by Dan, to approve the minutes of the April 28, 2020 regular meeting with correction. All ayes, motion carried.

Correspondence:

Committee Reports:

Committee reports were postponed until next regular meeting or following the end of the COVID-19 closure.

Director's Report:

- **Director's Report:** Erica reviewed her monthly director's report. Noted staff would like to use programming funds to purchase gift certificates to local businesses as prizes for summer reading to as a means of economic support. Would like to include as many businesses as possible.
Update to west door locking failure: technician came on 5/14 and found a loose wire; door is now functioning.
Dianna recommended promoting Beanstack through the school lunches before the end of the school year.

Budget Review:

Motion by Steve, seconded by Dan, to approve vouchers 45- 47 for April-May 2020 for payment from the town account. All ayes, motion carried.

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

Reviewed the 2020 expenditures to date.

Reviewed the application for mini-grant for support of community drive in theater event. TLPLF has since approved a donation of \$500 towards this event and organizers report they have secured enough funding to schedule the event for June 20-21. Additional funds would allow them to offer additional movies with more licenses, etc. Motion by Steve, seconded by Dianna, to approve the mini-grant proposal in the amount of \$250 contingent upon the event obtaining any necessary permits. All ayes, motion carried.

Old Business:

- None

New Business:

- Library limited service plan update beginning 5/26/2020: Further additions to plan: currently proposing “open” days/hours of Tuesday, 9AM – 5PM, Wednesday, 12 – 7 PM, and Thursday 9 AM – 5 PM. There was discussion about public safety features
- Discussion – remembrance in honor of former Friend of Library/other memorial bequests: Pat Hine served as treasurer of the Demmer Library Friends of the Library, was a driving force behind the annual “Spring Fling” fundraiser, and contributed extensively to the exterior beautification of the library building for many years. Dianna suggested an appropriate remembrance of Pat would be through landscaping or enhancing the outdoor appeal of the new building. Erica reported on another anonymous donor bequest, plus the Joey Wojtusik memorial.

Erica will have a conversation with Foundation treasurer Nancy Kimla about establishing a memorial fund for Pat Hine, while incorporating other bequests, dedicated to the beautification of the exterior of the building. Dianna will ask for this to be placed on the next Foundation meeting agenda.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting June 16, 2020, 4:30 pm via video/teleconference or in the Demmer Library Tamarack Room.

There being no further business, Steve moved to adjourn, seconded by Dan. All ayes, motion carried. The meeting adjourned at 5:26 PM.

Respectfully submitted: Erica Brewster, Director

Minutes June 16, 2020
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

All attendees via teleconference per COVID-19 Safer At Home public meeting requirements

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm, Dan McKissack, Kathleen Olkowski, Patty Wallesverd

Absent: Steve Garbowicz (excused)

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:33 p.m.

Agenda:

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

Approval of Minutes: Motion by Patty, seconded by Kathleen, to approve the minutes of the May 19, 2020 regular meeting as corrected. All ayes, motion carried. Ann did ask for results from sending promotion for the summer reading program Beanstack to the school. Dianne reported that the school was going to send the flyers out with report cards.

Correspondence:

Committee Reports:

Committee reports were postponed until next regular meeting or following the end of the COVID-19 closure.

Director's Report:

- **Director's Report:** Erica reviewed her monthly director's report, and how it feels like there have been 3 completely different libraries in the last month. In-person services inside the library began today with a rush of 10 people right after 10 AM. The limit of 10 people allowed in the library does not include staff, and was based on a formula spreadsheet included with the DPI's guide for reopening libraries. Based on the Demmer's usable upstairs space, the formula states 14-17 people would be 25% occupancy of the building, and 6-7 would be 10% capacity. Staff chose to go with 10 public, plus up to 4 staff in the upstairs area at one time.

The board thanked Bruce Brewster for the time and effort put into constructing a sneeze guard barrier for the front desk.

Erica also noted the active use of the outdoor space for Wi-Fi especially, but not only, on days with internet outages in the area. Ann asked about the Research Institute for Public Libraries training Erica had been awarded a scholarship to attend in Chicago in July. The in-person training has been cancelled, and participants have been offered the opportunity to transfer to a virtual training in December. Erica did choose to transfer her scholarship to December because there is a chance another in-person session may not be offered for two years and there may not be a DPI scholarship available at that time.

Budget Review:

Motion by Dan, seconded by Dianna, to approve vouchers 48- 52 for May-June 2020 for payment from the town account. All ayes, motion carried.

Motion by Kathleen, seconded by Patty to approve checks from the special account. All ayes, motion carried. Y
Reviewed the 2020 expenditures to date.

No mini-grants to review this month.

Old Business:

- None

New Business:

2021 Budget: Board members received copies of the budget memo from the town via email earlier today. The memo requested department heads follow flat funding for non-personnel operating costs for the operating budget. Other than computer hardware and continuing to monitor utility expenses, Erica expects the library should be able to maintain a flat operating budget.

The first item on the budget calendar will be the capital budget. The multi-year preview for 2021 shows \$800 for public access computers, \$4500 to replace our server, and \$450 to replace the battery backup. When Stella Westfall was town chair, she asked that the library remove all computer/technology related expenses from the operating budget and place it in the capital budget. Since then the library has not been fully funded for capital expense requests or on the timeline requested. The library migrated network/server files to the WVLS system network before the move for the construction project, so a replacement server is not needed. But three staff computers need to be replaced this year or next year, and one public access computer with hard drive failure. Erica proposed either 1) put it in the capital budget, 2) put it in the operating budget, or 3) purchase them this year and use non-lapsing if we overspend. Board recommendation to purchase the computers in 2020 with operating funds.

Per strategic planning, one major initiative for the 2021 budget was to bring April on as full-time programming librarian. Previously Stacey Orr was full-time program librarian and a full-time replacement was hired. However, that individual was let go at the end of probation period. Due to library construction, Erica wasn't able to recruit for a full-time replacement so two LTE positions were hired to cover those duties to the end of the project. April was one of those hires. She chose to work part time and pursue her library assistant certificate through Northeast Wisconsin Technical College and will be completing that this fall. Unfortunately, budgeted funds won't allow us to simply increase April's hours without a major impact to the salary and benefit line. Erica has been reviewing options and with this budget memo will now meet with April and Charlotte and develop options to present to the board. However, Erica asks the library advocate for returning to that full-time position based on workload while working to find a way to finance it.

- Town maintenance position update: The town has selected a candidate, and the offered position was accepted. Unfortunately the hire is not available to start until July 13. Further action on maintenance manual and possibly construction punch list will wait until person is in place and can be part of the planning process. Public Works director scheduled fire system inspection before new hire is in place.
- Library services during COVID-19: began limited in-person services in the library today, 6/16. As an opportunity for future services, Tom Asbeck has acquired a pontoon boat and has offered it to the library for summertime outreach in July or August. Erica and staff will look into requirements and opportunities.

Exterior beautification and landscaping: porch seating: Erica used funds given to the library by the Foundation to purchase seating for the front porch. The cost was half of what was originally given. Erica

asked about the possibility of using remaining funds to purchase large, deep-toned windchimes to add ambient sound to a space filled with street noises and air conditioning compressors. Library board members recommended asking neighbors for their opinion first, especially for nighttime noise.

Planting trees as per construction plan: prior to construction there were three trees around the building: a red maple and birch in front and a basswood on the south side. A replacement for the red maple was included in construction costs. The board agreed Erica can move ahead with planning for acquisition of replacement trees prior to finalizing plans with the green space committee, which has not met since the beginning of the pandemic.

Electricity in green space (temporary/permanent): Erica noted that wifi users appreciate picnic tables, but those taking online classes, etc., need a place to plug in and they've been sitting on the back steps, etc., to do so. The board agreed Erica can pursue estimates for exterior electrical hook ups into the green space, but questioned whether the need would continue to be there following the pandemic.

Rain gardens: one is working beautifully and plantings by Ann Lindeke are taking hold. The one on the northeast side is draining somewhat but is mostly serving as a bird bath. The one on the southwest side is a pond. Have not yet followed up with with Greenfire, but want to report.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting July 21, 2020, 4:30 pm via video/teleconference or in the Demmer Library Tamarack Room.

There being no further business, Kathleen moved to adjourn, seconded by Dan. All ayes, motion carried. The meeting adjourned at 5:32 PM.

Respectfully submitted: Erica Brewster, Director

Minutes July 21, 2020
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm, Steve Garbowicz (online), Dan McKissack (online), Kathleen Olkowski, Patty Wallesverd

Absent:

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:05 p.m.

Agenda:

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

Approval of Minutes: Motion by Kathleen, seconded by Dianna, to approve the minutes of the June 16, 2020 regular meeting as presented. All ayes, motion carried.

Correspondence: None.

Committee Reports:

Three Lakes Public Library Foundation: has not met and does not have a meeting scheduled.

Oneida County Library Board: is being scheduled to meet prior to the next DLBT meeting, late July/early August.

Strategic Planning workgroup: has not met since the previous meeting and does not have a meeting scheduled.

Director's Report:

- Director's Report: Erica reviewed her monthly director's report. She noted that circulation numbers for the month of June fell within 200 of the June 2018 circulations during construction. Erica discussed how she and programming staff are adjusting collecting data for reporting.

Kathleen asked about drive in movie event the board allocated funds to. Ann will ask for information and report back at the next meeting.

Budget Review:

Motion by Patty, seconded by Dan, to approve vouchers 52-68 for June- July 2020 for payment from the town account. All ayes, motion carried.

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

Reviewed the 2020 expenditures to date, including 6-month expenditure review.

No mini-grants to review this month.

Motion by Kathleen, seconded by Dianna, to approve the quarterly deposit of fines and copier money to the non-lapsing account.

Old Business:

- 2021 Budget – discuss/approve draft capital and operating budgets:

Motion by Steve, seconded by Patty, to approve the draft capital budget 6-year plan to be presented to town board. All ayes, motion carried.

Motion by Steve, seconded by Patty, to approve the draft 2021 operational budget as presented to be presented to the town board. All ayes, motion carried.

- Town maintenance position update: The new town maintenance manager, Brad Vick, began work on July 13. Erica has met with him and will begin training at an appropriate
- Library services during COVID-19: Tuesday-Wednesday-Thursday open hours with 30 minutes per person are going well. We have acquired some EPA COVID-approved germicide spray that Jerry disinfects with once per day and staff use a bleach solution for more routine spot-cleaning. Vast majority of users give positive feedback and are compliant with wearing masks and observing the 30-minute limit and/or using the vestibule pickup for items. Outside wi-fi use continues to be strong. There have been only a few concerns or complaints which were addressed by staff, the director, or library board president. Erica continues to watch the trends of infection in the region and state and hopes we can safely continue to provide this level of service. Proposal: if there is a positive test among staff members, the library will close for 14 days and other staff will be asked to quarantine and get tested and not return to work for 14 days. If there is a positive test in a staff member's family or close acquaintances, that staff person will be asked to quarantine, be tested, and if positive, the library will close. These would be subject to change per health department or authority guidance.
- Exterior beautification and landscaping: Erica met with Brent Hanson at Hanson's Garden Village to discuss putting in two trees and other plans. Per his advice, Erica will meet with a small group to create a sketch for feedback and further development.

New Business:

- Lower level humidity: unfortunately the high humidity problems in the lower level last year were not a first-year-after-construction anomaly. Erica had a recommendation of an in-line dehumidifier from the building engineer and has received a quote from Rappley which is included in the packets and was submitted as a capital expense in the 2021 budget. Board asked for at least one additional estimate.
- Building construction punch list: Erica hasn't heard anything concrete back from Greenfire for timeline and addressing the items on the list. She will pursue independent work estimates for the roof venting and/or rain gardens.
- Book pontoon: Erica has pitched the idea of the book pontoon to the town office and is looking for answers to questions about insurance, liability, registration. Jeff reiterated the importance of getting that information before developing plans.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting August 18, 2020, 4:00 pm via video/teleconference or in the lower level Demmer Library meeting room.

There being no further business, Dan moved to adjourn, seconded by Kathleen. All ayes, motion carried. The meeting adjourned at 5:23 PM.

Respectfully submitted: Erica Brewster, Director

Minutes August 11, 2020 Special Meeting
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm, Steve Garbowicz (online), Kathleen Olkowski (online), Patty Wallesverd

Absent: Dan McKissack (excused)

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:05 p.m.

Agenda:

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

Review capital budget meeting with town:

Trustees reviewed the notes from the 08/06/2020 meeting with the town chair and town clerk and one town board supervisor regarding the capital budget. Further action will be taken at the 8/18/2020 meeting.

Closed session:

Patty moved, seconded by Dianna, to enter into closed session per section 19.85(1)(c) of Wisconsin state statutes for purposes of considering employment, promotion, compensation or performance evaluation data of library staff. (Topic: 2021 operating budget: personnel line items.)

- Roll call: Steve: aye, Dianna: aye, Jeff: aye, Patty: aye, Ann: aye, Kathleen: aye.

Return to open session:

Steve moved, Dianna seconded, to return to open session. Roll call: Steve: aye, Kathleen: aye, Ann: aye, Jeff: aye, Patty: aye, Dianna: aye.

No action was taken in closed session.

Library Director update:

Erica informed the trustees that she has been invited to present on library operations and services during the pandemic at the 8/18 town board meeting.

There being no further business, Dianna moved to adjourn, seconded by Patty. All ayes, motion carried. The meeting adjourned at 5:30 PM.

Respectfully submitted: Erica Brewster, Director

Minutes August 18, 2020
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm (arrived at 4:40 PM, left 5:45 PM), Steve Garbowicz, Kathleen Olkowski, Patty Wallesverd

Absent: Dan McKissack

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:03 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 Kathleen, seconded by Patty, to approve the minutes of the July 21, 2020 regular meeting as presented. All ayes, motion carried. Motion by Patty, seconded by Steve, to approve the minutes of the August 11, 2020 special meeting as presented. All ayes, motion carried.

Correspondence: None.

Committee Reports:

Three Lakes Public Library Foundation: has not met but will likely meet in September.

Oneida County Library Board: Met on August 6, 2020. A new town board representative from the town of Lynne was briefly introduced. Library directors gave their reports on services during the pandemic and Kris Adams Wendt gave the report for the beginning of the legislative process of the biennial budget and for WVLS. The board approved the county cross boarder requests and the draft budget to forward to the Oneida County Board for inclusion in the county budget. An additional \$1,600 is included for each library for costs relating to pandemic response.

Strategic Planning workgroup: has not met since the previous meeting and does not have a meeting scheduled.

Director's Report:

- Director's Report: Erica reviewed her monthly director's report. She noted that circulation numbers for the month of July was 90% of the July 2018 construction year circulations. Kathleen reported on the Books the Other Channel meeting held at Maple Lake with the authors of the July book, "Paddle with a Purpose." Erica discussed how she and programming staff are adjusting collecting data for reporting in hopes of submitting an eSnapshot report by the end of August.

Budget Review:

Motion by Patty, seconded by Dianna, to approve vouchers 69-78 for July – August 2020 for payment from the town account. All ayes, motion carried.

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

Reviewed the 2020 expenditures to date.

No mini-grants to review this month.

Old Business:

- 2021 Budget – discuss/approve revisions to capital budget and personnel budget as needed

Steve noted that the need for remedying the humidity problem in the lower level is a capital item and should go back to the town board to be included in the capital budget.

Motion by Steve, seconded by Kathleen, to request the town leave the dehumidifying project in the capital budget for the coming year. All ayes, motion carried.

Discussion regarding the personnel request in the 2021 budget, regarding both the need and revisiting any additional funding opportunities. The board discussed to forward a bottom-line request and address shifting funds between line items as costs become clear.

Motion by Steve, seconded by Patty, that the operating budget request to the town be the amount previously determined including costs of bringing the adult/YA programming librarian position to full time. All ayes, motion carried.

- Library services during COVID-19: Erica reviewed the draft Phase 2 reopening document. Reviewed current services and library use, changes in local pandemic situation, and local planning for schools, businesses, and organizations for fall. Discussed possible changes to open hours or additional services. Major limiting factor for additional hours is available staff time. Normally the library would be open to the public 46 hours/week; currently open 21. Normally 28 of the 46 hours would be covered by two part-time staff members who have health accommodations and are reassigned, and the remaining staff would cover 18 hours/week at the front desk. This is compounded by the need for two people at the front desk at all times to manage the workflow in the busy summer season. It is hard to know if normal seasonal changes will happen (if seasonal visitors will opt to stay in the area and keep demand for services high), and whether it would be possible to manage the front desk with only one staff person. Erica proposed adding two hours to the open schedule after Labor Day, starting at 9 AM instead of 10 AM on Tuesdays and Thursdays. The next objective would be to add 12 PM – 7 PM (7 hours) on Mondays but will require more schedule arranging to see if that is feasible with staffing.

Motion by Patty, seconded by Steve, to add 9 AM on Tuesdays and Thursdays to temporary service hours starting September 8, 2020. Four ayes, two opposed.

Jeff noted we are facing a community-wide issue that includes but goes beyond the library. Library services can and should be used in context of addressing wider needs. Connecting with other organizations to determine how we can meet needs together should be a priority.

- Exterior beautification and landscaping: tabled until next meeting.

New Business:

- Building maintenance update:

Lift: The lift stopped functioning and trapped Jerry inside one morning. Erica was able to lower it and contacted ArrowLift. They sent a technician and suggested we resume our service plan with them for annual maintenance. Erica discussed with Ann and decided on a once/year annual service plan which also qualifies for 20% off any parts and a discount on additional repairs. The technician replaced deep cycle batteries and realigned the door sensors and leveled the platform and performed annual maintenance. The lift is now functioning normally.

Roof and icing: Jon Rynish from Hoffman came on 8/17 to review the attic construction and identify any problems he could identify. Brad Vick, the new town maintenance manager, was also present. Jon didn't find any major deficits with the construction and only a few problems that must have developed after the February trip to the attic. He is still wondering about adjustments to the attic fans. Jon will review the equipment documentation and see if the settings we have for the fans are correct and or see if there

are additional suggestions for monitoring their function. Will work with Greenfire and Brad to implement any changes.

Lower level humidity: Fraisers sent a technician to review and give an estimate. Technician suggested having the lower level forced air system re-balanced before adding additional equipment.

Discussion of whether the dehumidifiers were the solution or what the next steps should be. Erica will discuss feedback from Fraisers with Brian Schubring and Jon Rynish and determine next steps.

Rain gardens: Jon Rynish suggested the library follow up with Bob Mach of Mach IV and conference with him and Greenfire about any interventions to draining the rain gardens.

- MCPL taskforce update: The MCPL task force reviewing the option of leaving WVLS and moving to South Central Library System met on 8/17 with the agenda item "Possible recommendation to the Marathon County Public Library Board of Trustees." This came as a surprise as the task force missed a couple of meetings and hadn't completed all the activities outlined. Eleven letters were submitted as public comment to the task force, including one from director Erica (handouts). The outcome of the letters was the task force chose to continue with two more meetings in September and October with library staff interviews and a SWOT analysis before considering making a recommendation to the MCPL board.
- Closed session: deemed not necessary as all discussion could take place in open session under the 2021 budget line item.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting September 14, 2020, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Steve moved to adjourn, seconded by Patty. All ayes, motion carried. The meeting adjourned at 6:02 PM.

Respectfully submitted: Erica Brewster, Director

Minutes September 8, 2020
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm (virtual, left at 5:30 PM), Kathleen Olkowski, Patty Wallesverd

Absent: Steve Garbowicz, Dan McKissack

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:31 p.m.

Agenda:

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

Approval of Minutes: Motion by Dianna, seconded by Kathleen, to approve the minutes of the August 18, 2020 regular meeting as presented. All ayes, motion carried.

Correspondence: None.

Committee Reports:

Three Lakes Public Library Foundation: will meet on Monday, September 21 at 4:30 PM at the Machon Agency.

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

Strategic Planning workgroup: no meetings

Director's Report:

- Director's Report: Erica reviewed her director's report. Followed up on questions about collaboration with school and several programs.

Budget Review:

Motion by Patty, seconded by Kathleen, to approve vouchers 79-87 for August – September 2020 for payment from the town account. All ayes, motion carried.

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

Motion by Dianna, seconded, by Patty, to approve a check from the former friends book sale account to pay for the 2020-2021 subscription to BookPage. All ayes, motion carried.

Reviewed the 2020 expenditures to date.

Reviewed the mini-grant proposal for updating children's kits. Trustees reviewed the proposal and agreed it was a good project and with recommendation to forward to the TLPLF for consideration at their 9/21/2020 meeting.

Old Business:

- 2021 Budget – discuss/approve revisions to capital budget and personnel budget as needed

Erica reviewed the change in proposal and adjustments to the 2021 personnel budget.

Due to COVID-19, the library staff proposes delaying reinstating part-time to of a full-time position until July 2021.

The library did not eliminate the position or intention to retain a full-time position when it changed to part time. The library has been strategically moving to regain the full services the library had prior. This

budget reflects a return to full time starting July 1, 2021, with a wage increase in line with the professional services and training of the position and living wage and benefits package. This does not increase the total FTE of the library staff.

With approval of the proposed 2021 budget, the library is not seeking any additional tax funded positions for the foreseeable future. Any additional non-volunteer library staffing would be funded through outside sources, e.g., grants or library foundation.

Motion by Patty, seconded by Kathleen, to forward the revision as proposed on the 09-08-2020 budget request with statement from minutes. All ayes, motion carried.

- Library services during COVID-19: review/approve staffing update

Reviewed and accepted the September plan of service update.

- Exterior beautification and landscaping: No updates at this point. Some discussion regarding the larger green space committee and plan for the space between the library and town building.
- Building maintenance update:

Reviewed the building maintenance report.

Motion by Patty, seconded by Dianna, to approve \$600 from non-lapsing funds to replace the 3G communicator through outright purchase of equipment from PerMar Security Systems per the fire alarm system proposal dated 9/2/2020. All ayes, motion carried.

Motion by Patty, seconded by Kathleen, to approve \$975 from non-lapsing funds to have PerMar Security Systems connect the furnace duct smoke detectors to the fire monitoring panel per the fire alarm system proposal dated 9/2/2020. All ayes, motion carried.

Motion by Dianna, seconded by Patty, to approve up to \$1,100 from the Demmer Trust to have the lower level HVAC system balanced per the proposal from Frasier's dated 8/17/2020. All ayes, motion carried.

Motion by Patty, seconded by Dianna, to approve paying \$3,300 for the building maintenance fee to the Town of Three Lakes from the Demmer Trust building maintenance fund. All ayes, motion carried.

New Business:

- Review/approve changes to R. Inclement weather and emergencies policy and Ra. Emergency procedures:

Motion by Kathleen, seconded by Patty, to approve the addendum with correction. All ayes, motion carries.

- Review/approve: Oa. Meeting Room Policy pandemic addendum:

Motion by Patty, seconded by Dianna, to approve the addendum with changes. All ayes, motion carries.

- Review/approve fine free for juveniles through the end of 2020:

Motion by Patty, seconded by Dianna, to approve waive fines on overdue juvenile items through the end of 2020. All ayes, motion carries.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting October 20, 2020, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Patty moved to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 6: 28 PM.

Respectfully submitted: Erica Brewster, Director

Minutes October 20, 2020
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm, Kathleen Olkowski, Dan McKissack (all virtual)

Absent: Steve Garbowicz, Patty Wallesverd

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:30 p.m.

Agenda:

Motion by Dan, seconded by Kathleen, to approve the agenda. All ayes, motion carried.

Approval of Minutes: Motion by Dianna, seconded by Kathleen, to approve the minutes of the September 8, 2020 regular meeting as amended. Four ayes, one nay. Motion carried.

Correspondence: None.

Committee Reports:

Three Lakes Public Library Foundation: met on Monday, September 21. The foundation first held its annual meeting, and the same slate of officers will continue in their role for 2021. The foundation approved funding for several library requests: conference room equipment to enhance virtual conferencing, funding for updating children's kits and for additional take-and-make projects, funding for equipment at the Three Lakes Center for the Arts to enhance recording and allow for live broadcast and recording of events held in partnership with the library, and pledged funding for a solar project to enhance the new library building.

Oneida County Library Board: The 2021 county budget hearing was held on October 5, 2020. The Oneida County Administrative Committee approved the OCLB 2021 budget request as presented, including an additional \$1,600 per library to help cover costs incurred due to the coronavirus pandemic that are not covered under the CARES act or in the regular operating budget.

Strategic Planning workgroup: no meetings

Director's Report:

- **Director's Report:** Erica reviewed her director's report. She drew attention to the number of circulations for September 2020, which was more than the total number of circulations for August. This is extremely unusual. Normally the circulation numbers form a predictable arc with low in January, rising through July, then dropping off to December. This year, however, circulations and wi-fi use and public computer use did not drop off as is expected at the end of summer. More evidence that 2020 is a very strange year. She did state that she expects October to be lower again based on the number of summer residents announcing departures.
- **Building and Maintenance Report:** Erica reviewed the building and maintenance report. Action on items will be taken in future meetings or following more feedback from contractors.

Budget Review:

Motion by Dan, seconded by Dianna, to approve vouchers 88-99 for September – October 2020 for payment from the town account. All ayes, motion carried.

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

Motion by Dan, seconded by Dianna, to approve the 3rd quarter deposit of fines and copier money to the non-lapsing account.

Reviewed the 2020 expenditures to date.

Reviewed the quarterly accounts balance report.

No mini-grant proposals to review.

Old Business:

- 2021 Budget – discuss/approve revisions to capital budget and personnel budget

Erica reviewed the change in proposal and adjustments to the 2021 personnel budget.

The town board did not approve the library's funding request to increase the programming librarian position to full time with benefits starting July 2021 at the 9/15/2020 budget meeting. This put the discussion back to the drawing board. The new proposal is as follows: the staff person currently in that position made an offer of exactly what level of funding (hours and pay rate) would be needed to make continuing in the position feasible. Using existing personnel budget funds (specifically, summer intern), we were able to increase hours from 24 to 27 hours/week. After discussions with the Historical Society, they approved funding for an additional (4) hours/week to support local history/genealogy reference questions, coordinated local history programming, and related publicity (specifically promotion of library/museum programs, and including additional pages in our library newsletter focusing on museum programs).

The town board approved the concept of the funding at the 9/15/2020 meeting, though exact numbers were not available for publication in the town budget. The town clerk will amend the 2021 budget after it is approved by the electors to reflect additional revenues and expenditures as discussed.

Motion by Dianna, seconded by Dan, to approve the final 2021 budget request as presented to be included in the Town of Three Lakes 2021 budget to be approved by the town electors on November 17. All ayes, motion carried.

- Library services during COVID-19:

Reviewed and discussed staff illness and quarantine guidelines and accepted the document for use.

New Business:

- Review/approve agreement with Historical Society:

Motion by Dan, seconded by Dianna, to accept the \$2,800 annual funding agreement with the Three Lakes Historical Society to support staff time for described museum functions, to be reviewed on an annual basis with the Historical Society. All ayes, motion carried.

- Review/approve changes to I. Circulation Policy:

Erica introduced the system V-cat council discussion regarding standardization of loan time among member libraries. She asked the board members review the revisions to the circulation policy so they could be discussed in detail at an upcoming meeting. The topic will appear on the November agenda with action taken in November or December. A proposed start date for the new loan periods would January 2021.

- Discuss/approve landscape project coordinator and status of green space:

Erica reviewed the draft proposal and job description for a temporary landscape project coordinator to manage the development of the “memorial space” on the south and east side of the building. There is interest from both the library trustees and the foundation to move forward on completing the space. Erica states she cannot grant the project the time and leadership it deserves and maintain the other priorities of the library. She has shared this proposal with the president of the foundation and will request they discuss it at their next meeting. She proposes funding for the position would come from the foundation. She asked trustees to review the proposal and bring feedback to the November meeting.

- Discuss/approve formation of ad hoc grant committee:

Ann introduced the need she and Patty have identified for being able to review and respond to grant opportunities. They have volunteered to serve on an ad hoc committee to review grant opportunities and are currently working on an application for the Libraries Transforming Communities: Focus on Small and Rural Libraries grant for \$3,000 to fund staff time and some supplies for developing the Coffee & Kids program partnership. She invited others to get involved as interested.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting November 17, 2020, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Kathleen moved to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 5:36 PM.

Respectfully submitted: Erica Brewster, Director

Minutes November 17, 2020
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Jeff Boehm, Steve Garbowicz, Kathleen Olkowski, Dan McKissack, Patty Wallesverd (joined 4:35) (all virtual)

Absent: Dianna Blicharz

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:01 p.m.

Agenda:

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

Approval of Minutes: Motion by Kathleen, seconded by Jeff, to approve the minutes of the October 20, 2020 regular meeting as amended. All ayes, motion carried.

Correspondence: None.

Committee Reports:

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

Oneida County Library Board: The 2021 Oneida County budget was approved on 11/10/2020. The Oneida County Library Board will meet on Thursday, November 19.

Strategic Planning workgroup: no meetings

Director's Report:

- Director's Report: Erica reviewed her director's report.
- Building and Maintenance Report: Erica reviewed the building and maintenance report. She reported that the problem with the lift has been diagnosed and there will need to be a return trip to replace the malfunctioning part. Cost is yet unknown. Brad found a roof leak in the adult fiction area on 11/12. Greenfire investigated on 11/16 and believe they have found the source and are working on a repair.

Budget Review:

Motion by Steve, seconded by Dan, to approve vouchers 100-112 for October – November 2020 for payment from the town account. All ayes, motion carried.

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

Reviewed the 2020 expenditures to date.

Erica reviewed her projected EOY totals.

No mini-grant proposals to review.

Old Business:

- Library services during COVID-19:
Discussed the idea of a joint research project with the county health department. Discussed that there are aspects of the project that would utilize the role of a library and could be a way to use library human resources during a time when the normal job duty distribution is disrupted. Also discussed concerns of

optics of partnering outside of the library's normal circle of partners and using library resources when we have also been recently saying that the library does not have enough to complete our current tasks. Agreed to bring this idea back to future meetings as more information about specific needs are known.

- Review/approve changes to I. Circulation Policy:

Motion by Steve, seconded by Kathleen, to approve the amended circulation policy with changes to loan periods as presented. All ayes, motion carried.

- Discuss/approve landscape project coordinator and status of green space:

The board reviewed the landscaping project coordinator idea. Agreed it was a good idea to request the foundation consider funding a position to coordinate landscaping

Motion by Dan, seconded by Patty to approve landscaping project coordinator project description as outlined and to send to foundation for funding approval. All ayes, motion carried.

New Business:

- Review/approve application for Libraries Transforming Communities grant:

Ann and Patty are completing the application for a Libraries Transforming Communities grant. Ann summarized the purpose and funding requested by the grant for establishing/enhancing a volunteer engagement program. Most of the grant funding would reimburse staff time, with small portions allocated for subscription to an online meeting platform and supplies and marketing. Application is due December 2. Awards announced mid-December; second round opens mid-January/February.

Motion by Steve, seconded by Jeff, to approve the letter of support and Libraries Transforming Communities grant application. All ayes, motion carried.

- Discuss/approve lodging for director's attendance at the Research Institute for Public Libraries:

Motion by Jeff, seconded by Dan to authorize the director to contract with Camp Luther for two nights of lodging as discussed. All ayes, motion carried.

- Board members with expiring terms:

Motion by Jeff, seconded by Kathleen, to request the town board to reappoint Ann Asbeck and Patty Wallesverd to terms on the library board of trustees, through December 31, 2023. All ayes, motion carried.

- Library director evaluation (schedule):

Dan McKissack will take lead in directing the director evaluation.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting December 8, 2020, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Patty moved to adjourn, seconded by Kathleen. All ayes, motion carried. The meeting adjourned at 5:19 PM.

Minutes December 8, 2020
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz; Jeff Boehm, Steve Garbowicz, Kathleen Olkowski, Patty Wallesverd (all virtual)

Absent: Dan McKissack

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:33 p.m.

Agenda:

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

Approval of Minutes: Motion by Steve, seconded by Jeff, to approve the minutes of the November 17, 2020 regular meeting as presented. All ayes, motion carried.

Correspondence: The obituary for Doris Goldsworthy is in this week's paper. Walt and Doris Goldsworthy contributed a great many things to the Three Lakes community, through historical preservation, volunteering, community events and involvement, and support of the library and of course the historical museum which has a building named in their honor. The obituary requests donations be made to the Demmer Library and Three Lakes Historical Museum in her memory.

Committee Reports:

Three Lakes Public Library Foundation: has not met since the last meeting. Will meet on Thursday, December 17 at 4:40 PM via BlueJeans or in person in the Maple Room at the Demmer Library.

Oneida County Library Board: The Oneida County Library Board met on Thursday, November 19. Only action was to approve the 2021 OCLB budget as presented and approved by the Oneida County board and to distribute 2021 contracts to Oneida County libraries for signing and return. Other discussion focused on directors' reports and update on the MCPL task force progress and potential fallout for Oneida County.

Strategic Planning workgroup: no meetings

Director's Report:

- **Director's Report:** Erica reviewed her director's report.
- **Building and Maintenance Report:** Erica reviewed the building and maintenance report. We are still waiting on work to address the lift and the roof leak. Larry Roth is moving ahead with researching a solar and energy storage project and is working on a proposal with Northwind Solar that would take advantage of a 22% Focus on Energy rebate, free solar panels, and another grant. Additional incentives included with the current grant could benefit the town of Three Lakes as a whole in 2022. The foundation has already approved funding for such a project. Discussion followed of the paint chipping. Recommendation to ask town public works manager Josh Paetow, who has training and experience as a painter, or another painter, to give a plan and cost estimate to repair.

Budget Review:

Motion by Steve, seconded by Patty, to approve vouchers 113-118 for November-December 2020 for payment from the town account. All ayes, motion carried.

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

Motion by Steve, seconded by Dianna, to authorize the director to pay any bills that may come in before the Town end-of-year. All ayes, motion carried.

Reviewed the 2020 expenditures to date.

Erica reviewed her projected EOY totals.

No mini-grant proposals to review.

Old Business:

- Library services during COVID-19:

Tentative projected services through 2021.

Through April 2021: maintain current number of open and vestibule hours and staffing schedule.

May – September 2021: review schedule for possible changes to open hours/services for summer months and based on changes in status of virus, vaccination, etc. Likely changes will be minimal to service hours; programming will continue to focus on outdoor events and contactless programming. Time limits for patron visits and face masks will likely stay in use through summer into fall 2021.

October-December 2021: review and make changes based on virus, vaccination status, etc. Possible (likely?) return to regular front desk staffing schedule, possibly remove time limits to patron visits and return to normal library seating; likely continue with limited in-person programming, possibly return of indoor Story Hour. Continued use of face masks depends on public health guidance.

- Update - application for Libraries Transforming Communities grant:

Libraries Transforming Communities grant was submitted on 11/23/2020; the soonest we may hear a response is 12/16/2020

- Library director evaluation (schedule):

Dan McKissack will take lead in directing the director evaluation.

New Business:

- Review/approve 2021 Oneida County Library Board contract:

Motion by Steve, seconded by Dianna, to approve and authorize the execution of the contract for 2021 with the Oneida County Library Board. All ayes, motion carried.

Ann, Patty, and Dianna will sign.

- Closed session:

Steve moved, seconded by Patty, 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 – report on library staff evaluations; approve 2021 wages.)

○ Roll call: Steve: aye, Patty: aye, Dianna, aye, Kathleen: aye, Jeff: aye, Ann: aye

○ Return to open session: Steve moved, Jeff seconded, to return to open session. All ayes, motion carried

- Report on action in closed session: the library board received a report on employee performance and subsequently acted to approve the 2021 wage rates. Motion by Patty, seconded by Kathleen, to approve a 2% increase for all staff and a wage adjustment for the adult/young adult librarian as indicated in the proposed staff wage document, with appreciation for the efforts the staff have made to adapt to the challenges posed by the pandemic in 2020. All ayes, motion carried.

Concerns and comments from trustees:

Future agenda items: MCPL task force report, update on LTC grant

Comments from citizens: None

Next Meeting: Regular meeting January 19, 2021, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Kathleen moved to adjourn, seconded by Jeff. All ayes, motion carried. The meeting adjourned at 5:37 PM.

Respectfully submitted: Erica Brewster, Director