

Minutes June 15, 2021  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm (left at 5:56 PM), Dan McKissack (online, left at 5:23 PM), Kathleen Olkowski, Patty Wallesverd.

Absent: Steve Garbowicz

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:32 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 Kathleen, seconded by Patty, to approve the minutes of the May 18, 2021 regular meeting as amended. All ayes, motion carried.

**Correspondence:** Received an MOU regarding solar panels and the roof from Jeff Bruss on Thursday 6/10.

**Committee Reports:**

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

Oneida County Library Board: has not met since the last meeting. The next meeting will be July 15.

**Director's Report:**

- **Director's Report:** Erica presented her director's report. Kathleen noted the year-over-year increase in circulations from May 2020 to May 2021.
- **Building and Maintenance Report:** The building and maintenance report was presented. Three major concerns were discussed at length: additional changes that need to be made to the roof to address ice damming/leaking, a letter to Greenfire Management Services requesting repairs or financial support to repair roof and concrete, and the solar project.

Motion by Jeff, seconded by Kathleen, to terminate the solar project as presented based on the current risk it poses to the roof. 5 ayes, 1 abstention (Dianna). Motion passed.

Motion by Patty, seconded by Dianna, to approve and send the letter to Greenfire pending review by the town attorney to request repairs and/or financial support for repairs to roof and concrete. All ayes, motion carried. Request the town attorney to suggest a timeline for response, then make the determination to pursue the work with the library's own contractor.

For the solar project: inform Larry Roth, Northwind Solar, and the library foundation that this project is being placed on indefinite hold.

Erica went on record once again asking for the library board to create a subcommittee to oversee the capital management of the library building and to develop a long-term capital development plan.

**Budget Review:**

Motion by Patty, seconded by Kathleen, to approve vouchers 48 - 54 for May – June 2021 for payment from the town account. All ayes, motion carried.

Motion by Jeff, seconded by Patty, to approve payment of bills from the special account. All ayes, motion carried.

Motion by Jeff, seconded by Kathleen to approve payment of check 1054 in the amount of \$4,663.00 to Rappley Plumbing and Heating, Inc., for dehumidifier installation paid from the property maintenance account, and check 1122 in the amount of \$125 for the renewal of the Northwoods Children's Museum membership from the book sale account. All ayes, motion carried.

Reviewed public budget expenditures to date.

**Old Business:**

- Library services during COVID-19:

Discussion about changes to current masking, time limits, social distancing policies and procedures in place. Recommendation from staff: lift the 30 minute time restriction, reopen general seating areas (keeping some seating limited) replace mask signage with signage consistent with CDC recommendation re: masks for vaccinated individuals for any short visits. Those wishing to stay longer (e.g., working remotely on laptops but can't be accommodated in a study room) will be asked to continue to mask.

Motion by Ann, seconded by Patty, to lift the restriction on time limits. All ayes, motion carried.

Motion by Jeff, seconded by Patty, to post signage that masks are required for unvaccinated individuals and please be considerate of others. All ayes, motion carried.

Motion by Dianna, seconded by Patty, to require those staying in the building for more than 30 minutes wear masks. All ayes, motion carried.

- Review/approve – Policy introduction and background documents:

Review and act at the July meeting.

- Library staffing update:

Candice Johnson began training as a front desk clerk on June 1 and is doing well. The children's librarian job is posted with initial applicant review beginning today (June 15), but the position is officially open until June 18 due to the timeline on newspaper advertising.

Assistant director Lyn Pietila announced her retirement, effective June 30, 2021.

Note, although Lyn is asking for a retirement payout for sick leave, per the town handbook official retirement applications must be made 90 days prior to the final day of work. Town clerk Sue Harris at the town office suggested that the board could choose to honor her request for the payout without the full 90 days' notice, but is not required to.

Motion by Patty, seconded by Jeff, to honor the request for a retirement payout of sick leave for Lyn Pietila. All ayes, motion carried.

Proposal: separate the "assistant director" job duties from the technical services/bookkeeping job role and allow it to be attached on a year-by-year basis to either the programming or technical services position.

Proposal: increase April Lammert's position to full time (38-40 hrs/week, increase to \$15/hour), and transfer the assistant director duties to her job role, with increased pay (\$1/hour), total pay \$16/hr. Add benefits per town enrollment period.

Motion by Jeff, seconded by Kathleen to postpone the decision for bringing April up to full time and posting for a technical services/accounting position until next meeting. 1 aye. 4 opposed. Motion fails.

Motion by Patty, seconded by Kathleen to post for Technical Services/Accounting Manager position without the assistant director title. All ayes, motion carried.

2022 budget:

Patty and Ann met with Erica on 5/27 to review staffing and budget options/needs for 2022. Requested a meeting with town chair Bruss. The meeting will be on 6/16. Sue did provide a draft budget memo noting departments will be asked to maintain a flat budget from 2021 to 2022. The email indicated the library could consider presenting a 3% increase for staff salaries.

Following the latest staff resignation, Patty, Ann, and Erica met again on 6/7. With many opportunities for adjustments across multiple salary lines, it appears possible at this point to present a 2022 budget that includes room for three full time staff with benefits and stay within recommendations from the town. This is dependent on cost increases from health insurance plans, recruitment and hiring and needs of those particular staff.

**New Business:**

- MOU with Antigo Public Library:

While technical services position is posted/recruited/hired, contract with Antigo Public Library to provide materials acquisition and cataloging services for new high demand materials. The draft MOU is based on current MOU contract between WVLS and Antigo Public Library and Minocqua Public Library for additional cataloging services; has been revised and reviewed by APL and WVLS.

Motion by Patty, seconded by Jeff, to approve the MOU with Antigo Public Library as presented. All ayes, motion carried.

The Antigo Public Library board will review and approve the MOU at their meeting, June 22.

- Trustees Essentials: Chapter 2, Who Runs the Library:

Moved to July meeting.

**Concerns and comments from trustees:**

**Future agenda items:** closed session for performance evaluation.

**Comments from citizens:** None

**Next Meeting:** Regular meeting July 20, 2021, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Dianna moved to adjourn, seconded by Kathleen. All ayes, motion carried. The meeting adjourned at 7:08 PM.

Respectfully submitted: Erica Brewster, Director