

Minutes July 20, 2021  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

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

Absent: Steve Garbowicz

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:36 p.m.

**Agenda:**

Motion by Kathleen, seconded by Dan, 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 June 15, 2021 regular meeting. Motion by Kathleen, seconded by Patty, to amend the motion to change to review the minutes and clarify the sections. All ayes, motion carried.

Motion by Patty, seconded by Jeff, to review the recording and bring the amended minutes for approval at the August 17, 2021 meeting. All ayes, motion carried.

Motion by Jeff, seconded by Patty, to approve the minutes of the July 6, 2021 regular meeting as corrected. All ayes, motion carried.

**Correspondence:**

**Committee Reports:**

Three Lakes Public Library Foundation: met on 7/15/2021, reported by Dianna. The annual meeting included the President's letter from Bob Werner; reported on funds that are designated for solar panels and landscaping, and other projects funded. The foundation had a discussion about long-term/strategic planning.

Oneida County Library Board: has not met since the last meeting. Dianna reported the meeting was moved to 8/26/2021. Reported on the current status of the state budget regarding library funding.

**Director's Report:**

- Director's Report: Erica presented her director's report.
- Building and Maintenance Report: The building and maintenance report was presented. This included notes from the visit from Greenfire in response to the letter sent 7/8/2021 following the 7/6/2021 special board meeting. Scott Earley from Greenfire plans to return to continue the investigation on Wednesday, 7/21.

**Budget Review:**

Motion by Patty, seconded by Dianna, to approve vouchers 56-65 for June – July 2021 for payment from the town account. All ayes, motion carried.

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

Reviewed public budget expenditures to date.

Motion by Dan, seconded by Patty, to approve the 2<sup>nd</sup> quarter 2021 fines and copies revenue deposit into the non-lapsing account. All ayes, motion carried.

Reviewed the 2<sup>nd</sup> quarter special accounts reports.

### **Old Business:**

- Library services during COVID-19:

Discussion about changes to current masking, time limits, social distancing policies and procedures in place. Erica reported she has ordered three portable HEPA air filters for the two downstairs meeting rooms and the office area plus replacement filters using the \$1,600 in additional funds from Oneida County for 2021. Based on current low infection rates in northern Wisconsin, recommendation from staff: lift meeting room capacity limits. Continue with masking for unvaccinated individuals (including children 2 – 11 years of age; allow masks to be optional for vaccinated library users and staff. Continue to review policy and make changes as situation evolves.

Motion by Patty, seconded by Dan, approve all “July/August actions anticipated” per the report. All ayes, motion carried.

- Library staffing update:

Candice Johnson has accepted the position of children’s librarian and began in that role at 20 hours/week on Monday, July 5. She is busy preparing for Story Hour and children’s programming in the fall and observing summer reading programming while continuing to cover 14 hours of desk until a new desk clerk can be hired and trained. She has been introduced to Erica Dischinger, children’s librarian at Minocqua Public Library, who will serve as a mentor for her as she familiarizes herself in the role.

The desk clerk and technical services positions were posted. Interviews are being scheduled, though it is likely the technical services/accounting position will need to be reposted.

2022 budget:

Reviewed the draft 2022 capital and operating budget that were submitted to the town by their deadline on July 14.

Motion by Patty, seconded by Dianna, to approve the 2022 budget worksheet as presented. All ayes, motion carried.

### **New Business:**

- Review/approve: programming librarian as full-time position

Proposal: increase programming (adult and young adult) librarian position to full time (38-40 hrs/week) with no salary change; add benefits per town enrollment period.

Motion (as amended) by Patty, seconded by Dianna, to establish the adult/young adult librarian position as a full time position. All ayes, motion carried.

- Closed session:

Dianna 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 exit interview and follow-up, including Trustees Essential Chapter 7). After discussion, Dianna rescinded her motion. Board did not move into closed session.

- Trustees Essentials: Chapter 7, The Library Board and Library Personnel:

**Concerns and comments from trustees:**

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

**Comments from citizens:** None

**Next Meeting:** Regular meeting August 17, 2021, 3:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, the meeting adjourned at 6:15 PM.

Respectfully submitted: Erica Brewster, Director