

Minutes August 17, 2021
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz (arrived 4:29 PM), Jeff Boehm, Steve Garbowicz, Dan McKissack (arrived 4:25 PM), Kathleen Olkowski, Patty Wallesverd.

Absent:

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 3:34 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 Patty, seconded by Ann, to approve the minutes of the June 15, 2021 regular meeting as amended. 4 ayes, one abstention (Steve), motion carried.

Motion by Kathleen, seconded by Patty, to approve the minutes of the July 20, 2021 regular meeting as corrected. 4 ayes, one abstention (Steve), motion carried.

Motion by Steve, seconded by Kathleen, to approve the minutes of the August 4, 2021 special meeting. All ayes, motion carried.

Correspondence: none

Committee Reports:

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

Oneida County Library Board: will meet on Thursday, 8/26/2021.

Director's Report:

- Director's Report: Erica presented her director's report. Kathleen asked a question about the grant writing workshop and status of registrations. Erica reported there are 22 registrations to date, with 17 of those in-person participation and 5 attending virtually.
- Building and Maintenance Report: The building and maintenance report was presented. This included notes from correspondence with Greenfire since the last regular meeting. Ann continues to communicate with Greenfire about scheduling a meeting. Kathleen asked about the status of the memorial plaques that are on the to-do list. Patty said she would assist with ordering.

Budget Review:

Motion by Patty, seconded by Steve, to approve vouchers 66-74 for July – August 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 accounts. 4 ayes, one abstention (Steve Garbowicz), motion carried.

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

Reviewed public budget expenditures to date.

Old Business:

- Library services during COVID-19:

Since the last regular meeting on 7/20/2021, Oneida County and most of the northern region has entered the “high transmission” category per the CDC. Per current CDC guidelines and Oneida County recommendations, all persons, vaccinated or not, should wear masks indoors. The increase in new cases and current active caseload is recorded in the reopening update document.

Staff would like to remain open with current hours without restrictions on time or capacity. They suggest masks should be required per CDC and local health authority recommendations, starting either Monday, August 23 or August 30. Note there may be students coming to the library during after school hours. Children’s programming (including Story Hour) will continue to be held outdoors or online unless fully masked. Adults can meet in the meeting rooms with masks on. HEPA filters are now available.

Motion by Steve, seconded by Patty, effective August 23 to require masking by staff and patrons and all entering library mandatory. All ayes, motion carried.

- Library staffing update:

The desk clerk position has been offered and accepted by Kira Bender. Kira will start this Thursday, August 19. The technical services position will be reposted for September.

2022 budget:

Erica and Ann met with Chair Jeff Bruss and Town Clerk Sue Harris on 8/5/2021 and the 2022 budget has been accepted by the town for integration into the 2022 town budget. We are still waiting for updates to health insurance rates for the coming year.

New Business:

- Closed session:

Steve moved, seconded by Jeff, 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 any public employee over which this body has jurisdiction or responsibility. (Topic: employee exit interview and follow-up). Roll call vote: Steve, aye, Patty, aye, Kathleen, aye, Jeff aye, Ann: aye.

Dan arrived 4:25 PM; Dianna arrived 4:29 PM.

- Reconvene in open session: Motion by Steve, seconded by Patty, to reconvene in open session. All ayes, motion carried.

Returned to open session at 6:15 PM. No action taken.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting September 21, 2021, 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 Dan. All ayes, motion carried. The meeting adjourned at 6:15 PM.