

Minutes January 19, 2021
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent: Jeff Boehm, Patty Wallesverd

Other Attendees: Erica Brewster (director)

Dan McKissack called the meeting to order at 4:31 p.m.

Agenda:

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

Approval of Minutes: Motion by Ann, seconded by Steve, to approve the minutes of the December 8, 2020 regular meeting as presented. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: Met on Thursday, December 17 at 4:40 PM via BlueJeans and in person in the Maple Room at the Demmer Library. Approved funding for solar project. There will be a grant submitted for up to half of the total cost, but the foundation will cover any costs not received through grant funding. Also approved was funding for a landscaping coordinator and discussed possibility of planning for an endowment for a landscaping funding.

Oneida County Library Board: has not met. The next meeting is scheduled for February 11, 2021. OCLB continues to monitor the MCPL system situation. Oneida County Library board president Pat Pechura wrote a letter expressing concerns from an accountant's point of view. The OCLB will convene a meeting if any board action is warranted.

Director's Report:

- **Director's Report:** Erica reviewed her director's report. She highlighted the additional page of cumulative programming stats for 2020 which showed the total number of programs offered in 2020 was the same as 2019, and attendance/participation in those programs increased slightly in 2020. The type of program offered did shift heavily towards "self-directed" programs rather than those offered and attended at a specific time, and there was also a shift to an increased number and participation in programs for teens and young adults. She and staff were pleasantly surprised to see these results as they had not expected numbers to hold so well through the pandemic.

Erica also noted that she has been working with WVLS to set up the loan rule changes for the period of time books/audiobooks/TV series DVDs, etc., will be checked out for. The new loan rules approved in 2020 will go into effect on Monday, February 15, 2021.

Larry Roth continued to work on the solar project grant and turned it over to Erica in the last week to put the finishing touches on and submit. It will be submitted on or before Friday, January 22.

Dianna asked whether the Coffee & Kids programs could be recorded and uploaded for people who can't attend to be able to watch at another time. Erica and April will work with the volunteers to arrange that.

- Building and Maintenance Report: Erica reviewed the building and maintenance report. Many things got checked off the list this month. Still continuing to monitor the roof leak problem.
- System/V-Cat updates: On 12/20/2020, the MCPL taskforce voted 3-1, with 1 abstention (Shannon Schultz from DPI) to recommend to the MCPL board of trustees to move from WVLS to South Central Library System. After anticipated approval by the MCPL board on 1/25, the next step will be to take it to the Marathon County Extension, Economic, and Education Committee. There is some discussion as to whether a public hearing would also be necessary. Erica shared the information for a petition that is currently circulating in Marathon County.

Budget Review:

Motion by Ann, seconded by Steve, to approve vouchers 1 - 8 for December 2020 – January 2021 for payment from the town account. All ayes, motion carried.

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

Motion by Ann, seconded by Dianna, to approve the 4th quarter 2020 fines and copies revenue deposit into the non-lapsing account. All ayes, motion carried.

Reviewed the 4th quarter special accounts report.

Reviewed the 2020 end-of-year budget report.

Chairs Minigrant proposal. Motion by Steve, seconded by Ann, to approve the purchase of 2 task chairs and 6 guest chairs. All ayes, motion carried.

Old Business:

- Library services during COVID-19:
Library staff continue to manage through the virus, despite another infection on staff. No major changes needed or requested by public. All feedback has been positive.

New Business:

- Election of board officers for 2021:
Motion by Steve, seconded by Dianna to nominate the current slate officers for another year: Ann Asbeck, President, Dan McKissack, Vice President, Kathleen Olkowski as Treasurer for 2021. All ayes, motion carried.
- Review/approve 2021 holiday closed days: Under COVID scheduling, the library will normally be closed on Friday and Saturdays. The vestibule will be closed on Monday holidays. If regular library hours resume, the following holiday closure days will be observed in 2021.
 - ½ day: Friday, March 26, 2021 – Good Friday
 - Full day: Monday, May 31, 2021 - Memorial Day
 - Full day: Sunday, July 4, 2021 — 4th of July (benefitted staff will flex holiday time during week)
 - Full day: Monday, September 6, 2021 – Labor Day
 - Full day: Thursday, November 25, 2021 – Thanksgiving Day
 - Full day: Friday, December 24, 2021 – Christmas Eve Day

~~Full day:~~ Saturday, December 25, 2021 – Christmas Day (benefitted staff will flex holiday time during week)

½ day: Friday, December 31, 2021 – New Year’s Eve Day

~~Full day:~~ Saturday, January 1, 2022 – New Year’s Day (benefitted staff will flex holiday time during week)

Motion by Steve, seconded by Ann, to approve the calendar of closures as presented. All ayes, motion carried.

- 2021 Candidate forum:

Discussion about possibilities for candidate forum in time of COVID. Will be discussed at February meeting.

- 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: employee performance review: library director.)

- Roll call: Ann: aye, Steve: aye, Dianna, aye, Kathleen: aye, Dan: aye
- Return to open session: Steve moved, Dianna seconded, to return to open session. Dianna: aye, Kathleen: aye, Ann: aye, Steve: aye, Dan: aye. All ayes, motion carried.
- Report on action in closed session: A representative of the board will contact erica to set up a meeting to report on the evaluation discussion.

Concerns and comments from trustees:

Kathleen commented on the Library Page newsletter: the number of significant number of people that passed away in 2020 that contributed to the library and the larger Three Lakes community.

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting February 16, 2021, 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 Ann. All ayes, motion carried. The meeting adjourned at 5:52 PM.

Respectfully submitted: Erica Brewster, Director

Minutes February 16, 2021
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz (joined 4:37), Jeff Boehm, Steve Garbowicz, Dan McKissack, Kathleen Olkowski, Patty Wallesverd (all virtual)

Absent:

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 Steve, seconded by Kathleen, to approve the minutes of the January 19, 2021 regular meeting as presented. All ayes, one abstention. Motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: has not met since January 19.

Oneida County Library Board: met on February 11, 2021. Erica included the Demmer Library OCLB report in the board packet. Routine business of receiving annual contracts and heard reports from the Oneida County libraries and how they have managed services through the pandemic. OCLB continues to monitor the MCPL system situation.

Director's Report:

- Director's Report: Activities this month mainly focused on preparation of the 2020 annual report.
Building and Maintenance Report: Erica reviewed the building and maintenance report, highlighting concerns with the ductwork in the IT room, but also noted that there hasn't been any icicle buildup on the outside of the building. She noted that she was informed on Monday, 2/15, that building maintenance manager Brad Vick's last day was Friday, February 12. The current thought is to have the town shop manage maintenance on the buildings including the library. This will be addressed at the town board meeting on March 3.
- System/V-Cat updates: There has been extensive media coverage of the MCPL board vote to move to SCLS, and feedback to Marathon County supervisors. As a result, at their 2/15/2021 meeting, the MCPL board moved to request DPI to attend a future meeting and address the concerns raised by the public and is requesting a delay to holding a public hearing. They want an opportunity – possibly even up to a year – to “get their message” out to the public to counter what they feel to be falsehoods or other claims out in the public.

Erica shared the information she received from IFLS on the one-time cost to move to another library system. She is expecting similar numbers from Northern Waters Library System (NWLS). Those numbers will be shared with the board when they are available. Erica will continue researching information to bring to the board including: what could the cost of Marathon County leaving WLVS be to the remaining libraries across the system, including changes in membership cost in WVLS (or any loss of services, staff

functions no longer offered), what would the potential cost for all Oneida County libraries to move to neighboring systems if that is necessary, and what are the logistical implications.

Budget Review:

Motion by Steve, seconded by Patty, to approve vouchers 8 - 17 for January February 2021 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 public budget expenditures to date.

Voice recorder mini-grant proposal: motion by Patty, seconded by Kathleen, to approve the purchase of 2 voice recorders to support the Three Lakes Genealogical Society oral history project. All ayes, motion carried.

Old Business:

- Library services during COVID-19:

Library services continue as status quo. Two staff will be fully vaccinated by early March, so will consider revising staff work schedules to rotate vaccinated staff back to front desk on a regular basis in April. We will still be covering work usually done by volunteers (especially shelving and book covering). We may consider bringing some volunteers back as vaccination becomes more widespread in the area.

- 2021 Candidate Forum:

School board: Randy Ingram is not seeking re-election. Mike Kwaterski is an incumbent and Josh Kral will run as a new candidate. Town board: all three incumbents are running unopposed.

Still not safe to hold an in-person debate. Are there options for submitting a recorded statement?

Election is April 6. Responses would need to be posted Week of March 22. Ann will contact the current registered candidates to request they participate.

New Business:

- Review/approve 2020 annual report:

Motion by Patty, seconded by Dan to approve the 2020 annual report as presented. All ayes, motion carried.

- Review/approve 2020 annual report statement of system effectiveness:

- Motion by Patty, seconded by Kathleen to approve the 2020 annual report statement of system effectiveness. All ayes, motion carried.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting March 16, 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 5:43 PM.

Respectfully submitted: Erica Brewster, Director

Minutes March 16, 2021
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent:

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:32 p.m.

Agenda:

Motion by Patty, seconded by Dan, 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 February 16, 2021 regular meeting as corrected. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: has not met since January 19.

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

Director's Report:

- Director's Report: Addition to the written report: we have reopened the book sale to the public for private shopping, and it is going over very well. We've averaged 1 – 2 shoppers per day and they are VERY excited for the opportunity. We aren't yet accepting donations until we have made more room and have a chance to finish weeding adult fiction to make room for our new annual purchases.

Building and Maintenance Report: Erica has been working closely with Josh Peatow during the building maintenance transition. Josh knows the building systems well and is taking charge of scheduling routine tasks. He has prepared a proposal for the town to absorb the town's building maintenance responsibilities into the town shop by hiring additional town shop personnel and becoming the point person for any routine or emergency maintenance issues. Jeff reported that the town board has not fully acted on this and will still be considering posting for a maintenance position at their meeting tonight. The town is still very concerned about the long-term upkeep of the town facilities and want to make sure those duties will be covered.

- System/V-Cat updates: The MCPL board of trustees heard a report from Shannon Shultz at DPI during their board meeting on 3/15. There was no further discussion on the topic of the move to SCLS, and no action was taken.

Budget Review:

Motion by Steve, seconded by Patty, to approve vouchers 18 - 26 for February – March 2021 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 Kathleen, to approve check #1121 from the Former Friends account to reimburse the special account. All ayes, motion carried.

Reviewed public budget expenditures to date.

There are no mini-grant proposals this month.

Old Business:

- Library services during COVID-19:

Erica will present two options for spring/summer staffing and open hours at the staff meeting on 3/17. Both options would involve moving Carolyn and Denise back to the front desk and shifting other staff to secondary desk coverage and reduce front desk time commitment. One option would keep the current number of open hours, the second option would add public service hours from 12 – 7 PM on Mondays. Having more open hours is contingent on inviting vaccinated volunteers back to cover shelving and some book processing duties. Erica is also considering recruiting for the limited hours summer relief position which was not used in 2020 due to the pandemic.

Erica will work on developing a plan towards full reopening to bring back to the board in April.

- 2021 Candidate Forum:

Ann has contacted all candidates. Ann has heard back from all except one. Of those, all have declined to participate except for one. Based on this response, the library board will not sponsor a forum this year. Jeff Boehm will suggest that a photo and a bio for each supervisor be placed on the town website. Dianna will approach Jen West about a similar idea for school board members.

New Business:

- Review/approve Demmer strategic plan:

Motion by Steve, seconded by Jeff to approve the strategic plan for 2020 – 2023 as presented. All ayes, motion carried.

- Trustees Essentials: Chapter 1, The Trustee Job Description:

Reviewed Chapter 1: The Trustee Job Description

Concerns and comments from trustees:

Future agenda items: Include 1 page summary for Trustees Essentials in April meeting (consider time limitations for reviewing TTE going forward)

Comments from citizens: None

Next Meeting: Regular meeting April 20, 2021, 4:00 pm in the lower level of the library and/or via video/teleconference.

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

Respectfully submitted: Erica Brewster, Director

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

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Steve Garbowicz, Dan McKissack, Kathleen Olkowski, Patty Wallesverd (arrived 5 PM), (all virtual); Jeff Boehm in person.

Absent:

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:03 p.m.

Agenda:

Motion by Steve, seconded by Jeff, to amend the agenda item under Budget Review to read “1st quarter 2021 non-lapsing deposit.” All ayes, motion carried.

Motion by Steve, seconded by Jeff, 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 March 16, 2021 regular meeting as presented. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: will meet on Friday, April 23.

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

Director’s Report:

- Director’s Report: Erica presented her director’s report.
- Building and Maintenance Report: Two quotes for inline dehumidifiers were received and reviewed. Jeff asked if this is the best and final option available, and what would happen if this intervention didn’t help. Kathleen asked about electrical connections, and whether those would be included in the Rappley quote as they were with Frasier’s. Erica said they would follow up on that prior to scheduling any work.

Motion by Steve, seconded by Dianna, to accept the quote from Rappley Plumbing & Heating dated 4/12/21, to install two inline dehumidifiers utilizing funds from the Demmer Trust. All ayes, motion carried.

Budget Review:

Motion by Steve, seconded by Dan, to approve vouchers 27 - 35 for March – April 2021 for payment from the town account. All ayes, motion carried.

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

Motion by Kathleen, seconded by Dan, to approve check #1052 from the Demmer Trust maintenance account. All ayes, motion carried.

Reviewed public budget expenditures to date.

Motion by Steve, seconded by Jeff, to approve the 1st quarter 2021 fines and copies revenue deposit into the non-lapsing account. All ayes, motion carried.

Reviewed the 1st quarter special accounts report.

Minigrant proposal: Storybook Gardens community partnership. Motion by Jeff, seconded by Dan, to forward the Storybook Gardens Minigrant proposal to the Three Lakes Public Library Foundation for consideration. Five ayes, one abstention (Garbowicz). All ayes, motion carried.

Old Business:

- Library services during COVID-19:

Services update: Carolyn and Denise have moved back to the front desk as of April 5. Staff are test-running removing the metering requirement at the front entrance and only giving visitors a 30-minute time to test the flow vs. capacity of the building, and it is going well. Staff also support adding Monday hours from 12 PM – 7 PM, giving two evenings per week. Two regular weekly volunteers are assisting with shelving and the used book sale and we have a candidate for a summer relief position.

Erica presented the plan for steps to full reopening with benchmarks based on infection rates and vaccinations. This plan is based on guidelines from the *DPI's Wisconsin Public Libraries Guide to Reopening*. If approved, the board can revisit this plan at each meeting to gauge progress towards benchmarks.

Discussion followed. Jeff raised concerns with the target full reopening date of October. Other board members stated they supported this approach based on current trends, with the option to review it and make adjustments at each meeting or with special meetings.

Motion by Steve, seconded by Dianna, to adopt the plan as presented, with note that the board chair can have this reviewed on future agendas or with special meetings. Six ayes, one nay. Motion carried.

New Business:

- Review/approve – Policy introduction and background documents:

This document combines a variety of documents included in public library policies that are not truly “policies” (e.g., they don’t change based on trustee direction). These are important background documents that give context to the library policies, so they have been combined as a single document to be included as an introduction or information packet with library policies.

Board members will review and act at the May meeting.

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

Moved to May meeting.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting May 18, 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 Dan. All ayes, motion carried. The meeting adjourned at 5:06 PM.

Respectfully submitted: Erica Brewster, Director

Minutes May 18, 2021
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, Jeff Boehm

Other Attendees: Erica Brewster (director)

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

Agenda:

Motion by Patty, 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 April 20, 2021 regular meeting as amended. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: met on Friday, April 23. Heard a presentation from Mari Lynn Garbowicz and Beth Jacobson about the Story Book Gardens project and approved \$2000 towards the project. Also discussed the solar grant award and future management of that award. Several additional projects funded: new entry way rugs, voice recorders for the oral history project, additional funding for take-and-make kits.

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

Director's Report:

- Director's Report: Erica presented her director's report.
- Building and Maintenance Report: The building and maintenance report was presented. Erica discussed upcoming meetings for the solar project and next steps to addressing the lower level humidity.

Budget Review:

Motion by Patty, seconded by Dianna, to approve vouchers 36 - 47 for April – May 2021 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.

Reviewed public budget expenditures to date.

Old Business:

- Library services during COVID-19:
Services update: have added 7 hours on Mondays and will add Friday afternoons next (12 PM – 5 PM). Infection rates and pandemic concerns are heading in the right direction. Based on the sudden staff attrition, Erica doesn't think they can add any more hours until they have finished training the new hire, have worked out a book purchasing workflow, and have a plan/posted for a children's librarian position. Further discussion was had about the changes in CDC guidelines regarding masking and social distancing for vaccinated adults. Discussed opportunities for no longer requiring masks, for removing time limits, and removing capacity limits on meeting rooms. Options: no mask, continue to limit to 30 minutes; leave it up to director/staff, continue as is until we get more specific guidance about masks/social

distancing. Consensus was to continue with the current policies in place to avoid confusion and revisit at the next meeting.

- Review/approve – Policy introduction and background documents:
Review and act at the June meeting.

New Business:

- Library staffing update:
Erica has received three staff resignations in the month of May due to various personal changes with individual staff members. One position was posted and a candidate has accepted the offer and will start June 1. Options will be considered for the other two positions and will be taken into account with the 2022 budgeting cycle.
- 2022 budget preview:
Patty and Ann will serve on an ad hoc subcommittee to review big picture concerns and options for the 2022 budget.
- Staff presentation:
April Lammert presented her capstone project from the Chippewa Valley Technical college (Eau Claire) Library and Information Services associate degree online program. She introduced the program and presented the competencies she learned through the program and the skills she gained while working part-time to complete the program. Erica noted that included in her coursework were the four classes she was required to take as a director without a masters in library science to gain certification.
- Trustees Essentials: Chapter 2, Who Runs the Library:
Moved to June meeting. Steve suggested that the *Who Runs the Library* synopsis document be included in trustee orientation packets.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting June 15, 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 Patty. All ayes, motion carried. The meeting adjourned at 5:48 PM.

Respectfully submitted: Erica Brewster, Director

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

Minutes July 6, 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), Josh Paetow, Brian Schubring, Tom Asbeck (last three departed at 5:05 PM)

Ann Asbeck called the meeting to order at 4:00 p.m.

Agenda:

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

Report – status of library building roof: Josh Paetow, current public works superintendent for the Town of three Lakes reported on the background and current situation of the library roof. In addition to the known issues with the ventilation, recently discovered there are at least three soft spots in the sheathing. Contractors Brian Shubring (Winchester Builders) and Paul DeLeers (DeLeers Construction) have provided options for remediation and a range of cost estimates.

Brian Schubring explained that the source of this issue is with likely quality of workmanship. Greenfire is a management company, not a construction contractor. During construction observation, it was noted that most of the work was done by temporary workers hired through temp agencies; a carpentry contractor was not hired for the project and this issue was raised with Greenfire at the time. The cause of the soft spots on the roof is likely plywood sheathing cut short and doesn't meet up with trusses. Prior to discovering these issues there was a known issue with ventilation because of overlaying the new roof over the existing roof on the old building. Among other possibilities, the old building does not have an "energy heel" and may be conflicting with the energy heel on the new building where the roof on the old and new line up. This would be an engineering concern to be addressed by Hoffman Planning, Design & Construction, the architect for the project. Shubring states these issues need to be fixed to preserve full shingle and roof life.

Per recommendation of Paul DeLeers, should have a "third party independent building envelope design consultant to evaluate and design the repair and provide proper data to the library for records."

Question: has as an attic inspection been done? Water is penetrating at the insulated duct that is reverse shingled. Haven't been able to see the leak in the roof ceiling due to the double layer of roofing.

Tom Asbeck made the following recommendations:

- Identify and quote documented discussion of these issues during the project life so as to identify an issue prior to end of warranties.
- A copy of the letter should be sent to Hoffman as the architect and design engineers.

Discussion of next steps:

1. Send letter to Greenfire (both Wausau and Milwaukee addresses), cc'ing Hoffman.

2. If no response from Greenfire, submit information to Greenfire's insurance (the company at the time of construction).
3. Look for and select consultant to address the questions regarding the building envelope design.

Review/approve – updated letter to Greenfire Management: Motion by Patty, seconded by Dan, to approve the letter as revised, with a carbon copy to Hoffman. All ayes, motion carried.

Update – personnel exit interview process: Ann provided a brief update on the current status of a review of the employees who have left the library in the last two months. A document was shared summarizing the process, including documents reviewed.

Concerns and comments from trustees:

Dianna requested any items the board would like to discuss or bring to the library foundation at their meeting 7/15/2021.

Jeff Boehm brought up the further concern of the drainage issue around the building that will need to be addressed along with the roofing issue.

Future agenda items:

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, Patty moved to adjourn, seconded by Dan. All ayes, motion carried. The meeting adjourned at 5:15 PM.

Respectfully submitted: Erica Brewster, Director

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 2nd quarter 2021 fines and copies revenue deposit into the non-lapsing account. All ayes, motion carried.

Reviewed the 2nd 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

Minutes August 4, 2021
Edward U. Demmer Memorial Library
Library Board of Trustees Special Meeting

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

Absent: Dan McKissack

Other attendees: none

Ann Asbeck called the meeting to order at 4:30pm

Agenda:

Motion by Jeff, seconded by Dianna to approve the agenda. All ayes, motion carried.

Motion to enter into closed session:

Motion by Steve, seconded by Jeff to enter into closed session per section 19.85(1)(c) of Wisconsin statutes for purposes of considering employment, promotion, compensation, or performance evaluation data of library staff (Topic: employee exit interview and follow-up)

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

Motion to reconvene in open session:

Motion by Steve, seconded by Jeff. All ayes, motion carried.

Nothing to act upon from closed session.

Motion to adjourn:

Motion by Patty, seconded by Steve. All ayes, motion carried. Meeting adjourned at 6:24pm.

Minutes prepared by Ann Asbeck based on handwritten minutes of Patty Wallesverd.

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.

Minutes August 27, 2021
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent: Dan McKissack

Other Attendees: Erica Brewster (director), Michael Murphy (Greenfire), Scott Earley (Greenfire), Josh Paetow (Town of Three Lakes), Tom Asbeck (public)

Ann Asbeck called the meeting to order at 4:15 p.m.

Agenda:

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

Receive report – Greenfire Management: Representatives from Greenfire Management Services, Michael Murphy and Scott Earley presented the results of an investigative report regarding concerns presented in a letter dated 7/6/2021.

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 Steve. All ayes, motion carried. The meeting adjourned at 5:39 PM.

Respectfully submitted: Erica Brewster, Director

Minutes September 21, 2021
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent: Patty Wallesverd, Steve Garbowicz

Other Attendees: Erica Brewster (director), April Lammert (staff)

Ann Asbeck called the meeting to order at 4:35 p.m.

Agenda:

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

Approval of Minutes: Motion by Jeff, seconded by Dianna, to approve the minutes of the August 17, 2021, regular meeting as presented. All ayes, motion carried.

Motion by Jeff, seconded by Kathleen, to approve the minutes of the August 27, 2021, special meeting as presented. 4 ayes, one abstention (Dan), motion carried.

Correspondence: Included Antigo Public Library Board of Trustees about collaboration, notes and letters from patrons, and memorial garden donor correspondence.

Committee Reports:

Three Lakes Public Library Foundation: has not met since the last meeting. No date set.

Oneida County Library Board: met on Thursday, 8/26/2021. Discussed the 2022 budget request, specifically possible changes due to the decrease in cross boarder requests from other counties due to lower circulation numbers in 2020. Oneida County libraries also saw a decrease in circulations and hence a decrease in reimbursements from neighboring counties. Will meet again on Thursday, 9/23, to approve an adjusted budget request based on those considerations. Oneida County budget hearing for OCLB will be held on 10/5 at 1 PM.

Director's Report:

- Director's Report: Erica presented her director's report. Reported on Grant Writing workshop. Question about TLWFA collection. Kathleen asked about Women in STEM.
- Building and Maintenance Report: The building and maintenance report was presented. This included notes from meetings with Greenfire (9/2) and Greenfire and Hoffman (9/14). Erica has carbon copied the library board in email correspondence with Greenfire following those meetings. Presented timeline for Greenfire fixes. Another meeting will be scheduled. Board will be included on correspondence to Greenfire. Dianna asked about cost. Ann noted only one item up for funding. Jeff asked about not being invited to the meeting. Ann offered to invite board members. Kathleen inquired about lesser items on schedule.

Budget Review:

Motion by Kathleen, seconded by Jeff, to approve vouchers 75 - 83 for August – September 2021 for payment from the town account. Kathleen asked about Antigo Public Library bill. All ayes, motion carried.

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

Reviewed public budget expenditures to date.

Old Business:

- Library services during COVID-19:

Staff feel ready to reopen at 9 AM on Monday, Wednesdays, and Fridays to add 9 operating hours to the week effective October 4. That would bring us to 44 open hours of the previous 51 total hours. Use of face masks has been widely accepted by library users and compliance has been good.

Motion by Jeff, seconded by Kathleen, to approve adding 9 additional open hours between 9 AM and 12 PM, Monday, Wednesdays, Fridays as soon as possible and open on Saturdays as staffing allows it. All ayes, motion carried.

- Library staffing update:

Kira is a capable staff person and the reason we can open more hours. The technical services position will be reposted for September.

2022 budget:

The town is still waiting on update on health insurance numbers. The next budget hearing is scheduled in October.

New Business:

- Library special account – bank branches closing:

Letters have been received from both BMO and Nicolet Bank stating the branches will be closing effective December 2021 and that we could keep our accounts with them at a different branch. Jeff Bruss is taking action to get a bank to come in. Town is prioritizing it. There hasn't been any discussion at the town level about where the town accounts would be held if there is not a branch in Three Lakes. Discussion about whether a letter from the board would help advocate for a bank. Will follow the situation and update information as it comes up.

- Trustees Essentials Chapter 2: board members discussed TE Chapter 2.

Concerns and comments from trustees:

Future agenda items: Move on to Trustees Essentials Chapter 3; Foundational pieces of policy

Comments from citizens: None

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

There being no further business, Jeff moved to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 5:48 PM.

Respectfully submitted: Erica Brewster, Director

Minutes October 19, 2021
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm (left at 5:03pm), Steve Garbowicz, Kathleen Olkowski (arrived at 4:35 pm), Patty Wallesverd (left at 6:22).

Absent: Dan McKissack

Other Attendees: Erica Brewster (director), April Lammert (staff), Nate Brown (Greenfire)

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

Agenda:

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

Approval of Minutes: Motion by Jeff, seconded by Dianna, to approve the minutes of the September 21, 2021, regular meeting as amended. All ayes, motion carried. (Steve and Patty abstained)

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: met on Monday, 10/18/2021. They heard a report from Patterson Investment & Retirement Solutions on the status of the foundation investments following the foundation capital campaign. The TLPLF board voted to change their investment policy based on the recommendation of Ron Patterson. Erica presented updates on the library building/roof, landscaping and solar projects, and presented funding requests.

Oneida County Library Board: The OCLB budget request was approved by the Oneida County Administrative Committee on 10/5 and will be passed to the full county board in November. OCLB will meet again on December 2 to finalize the allocation of approved 2022 funds. Kris Adams Wendt reported that it will be 2024 before anything happens with MCPL leaving WVLS.

Director's Report:

- **Director's Report:** Erica presented her director's report. Ann asked Erica to confirm that she will be taking her allocated vacation time for this year and to describe the additional demands she has assumed caused by current vacancies, in particular essential financial operations and financial reports preparation.
- **Building and Maintenance Report:** Nate Brown from Greenfire presented the work Greenfire has done. The building and maintenance report was presented. This included notes from meetings with Greenfire and Hoffman (10/6). Erica prepared an updated checklist and schedule based on additional work done by Greenfire on 10/18. Dianna mentioned that the Foundation is willing to pay for heat tape. The board requested Greenfire complete the work on the three other soffit corners in 2021.

Solar project update: Erica received an email from the Public Service Commission on Friday stating that the Demmer solar project contract has been approved at the federal level and will be submitted to the library with a revised completion date of December 2022. Erica spoke with Jody Andres from Hoffman who discussed the project with their structural engineer and helped look into some alternative

attachment options. Erica is following up with Doug and Northwind Solar to discuss a revised installation design.

Landscaping update: Linnea Ebann has volunteered to take on the landscaping coordinator role. She has arranged meetings with MK Landscaping and Hanson's Garden Village to discuss design. Current waiting for proposals from both landscapers. Possible project date: summer 2022.

Winchester Builders: consideration of compensation for Winchester Builders for time on the corrections to the building. An invoice was requested before proceeding with any action.

Budget Review:

Motion by Patty, seconded by Dianna, to approve vouchers 84 – 92 or September – October 2021 for payment from the town account. All ayes, motion carried.

Motion by Kathleen, seconded by Dianna, to approve payment of bills from the special accounts. All ayes, motion carried. (Steve abstains)

Reviewed public budget expenditures to date.

Motion by Patty, seconded by Dianna, to approve the third quarter copier and fines deposit into the town non-lapsing account.

Reviewed the quarterly special accounts reports.

Information only of approved \$600 shared cost of grant writing program held on 8/27 in collaboration with Forward Three Lakes with funds coming from the Three Lakes Public Library Foundation.

Old Business:

- Library services during COVID-19:

The library has returned to 9 AM opening times on Mondays – Fridays. Users continue to be cooperative with masking requirements.

- Library staffing update:

The technical services/accounts management position was posted on October 1 with closing date of November 1. One qualified application has been received to date.

2022 budget:

Health insurance numbers came in with a 16% increase for the cost the library had budgeted in the draft 2022 budget. Due to the late date and the need for the town to publish the budget, Town Clerk Sue Harris chose to adjust each department's lines keeping the department bottom lines and the town budget flat.

Library board reviewed revised copies of proposed options of where the additional \$4661 could come from within the library operating budget.

Erica said her major concerns were 1) the library budget is now tight and won't have much room to absorb high deductible health costs per the discussion earlier this year, and 2) increases in health insurance like this are not sustainable over the long term, especially when it comes to providing staff salaries that can attract and retain professional, trained staff.

The town budget goes to the electors for approval on November 2, 2021.

New Business:

- Review/approve – policy introduction and background documents: motion by Steve, seconded by Patty, to approve the mission and goals statements as presented and to change the policy review statement to “review policies as guided by director.” All ayes, motion carried.
- Trustees Essentials Chapter 3: briefly discussed the importance of library by-laws and how statutorily the library is unique among municipal departments in having by-laws.

Concerns and comments from trustees:

Future agenda items: Bank (Keep accounts with the town)

Comments from citizens:

Next Meeting: Regular meeting November 16, 2021, 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 Kathleen. All ayes, motion carried. The meeting adjourned at 6:23 PM.

Respectfully submitted: Erica Brewster, Director

Minutes November 16, 2021
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent: Jeff Boehm

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:40 p.m.

Agenda:

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

Approval of Minutes: Motion by Patty, seconded by Dianna, to approve the minutes of the October 19, 2021, regular meeting as presented. All ayes, motion carried.

Correspondence:

Committee Reports:

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

Oneida County Library Board: The OCLB budget was approved as part of the entire Oneida County budget on November 9th. OCLB will meet again on December 2 to finalize the allocation of approved 2022 funds.

Director's Report:

- Director's Report: Erica presented her director's report. Correction of months for programs. She highlighted recent successful programs. Ann inquired when the Libratory would be available for public use; Erica shared that the staff had just finished preparing it and groups are now able to use it again. There are plans for take-and-make and drop in activities over the winter break. Kathleen asked about the Aspen catalog; Erica explained that Aspen will replace the current EBSCO discovery layer and all staff are receiving training ahead of the launch in January. She expects it will be well received when users learn about it's capabilities.
- Building and Maintenance Report: Erica presented the building maintenance report and updated punch list, noting the photos indicating the functioning of the power vents.

Budget Review:

Motion by Steve, seconded by Dan, to approve vouchers 93 -103 for October – November 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. All ayes, one abstention (Steve), motion carried.

Motion by Dianna, seconded by Dan, to approve and forward the Winchester Builder's invoice to the Three Lakes Public Foundation for payment from the construction funds. All ayes, motion carried.

Reviewed public budget expenditures to date.

Reviewed the projected end of year budget balance.

Old Business:

- Library services during COVID-19:

No immediate changes to services are anticipated. Motion by Steve, seconded by Dan, to continue the plan for November – December as presented. All ayes, motion carried.

- Library staffing update:

An offer has been made to a candidate for the technical services/accounts management position. Two qualified applicants were interviewed. A written offer will be sent following the library board meeting detailing the benefits package. Pending final acceptance, the candidate will begin on December 15.

2022 budget:

The town budget was approved by the electors at the annual budget meeting on November 2, 2021.

Motion by Steve, seconded by Patty, to accept the final detailed budget worksheet and set the budget for 2022. All ayes, motion carried.

New Business:

- Board members with expiring terms:

Motion by Steve, seconded by Patty, to forward a request the town board to reappoint Dianna Blicharz and Kathleen Olkowski to terms on the library board of trustees through December 31, 2024. All ayes, motion carried.

- Library director evaluation (schedule):

Dan McKissack will take lead in directing the director evaluation. Discussed including staff as a 360 review, decided to wait until 2022 when fully staffed.

- 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: staff compensation for end of 2021; set 2022 wages.)

Roll call: Steve: aye, Patty: aye, Dianna, aye, Kathleen: aye, Ann: aye, Dan: aye

- Return to open session:

Motion by Steve, seconded by Ann, to return to open session. All ayes, motion carried.

Report on action in closed session: the library acted to approve the 2022 wage rates and end-of-year compensation for current employees and sign-on incentive for new hire.

Motion by Patty, seconded by Steve, to freeze the director salary at the 2021 rate and allocate the remaining funds to the technical services/accounting position. Five ayes, one opposed. Motion passes.

Motion by Steve seconded by Ann, to approve the pay rates for the remaining positions as outlined in the 2022 staff salary schedule. All ayes, motion carried.

Motion by Patty, seconded by Steve, to approve end of year bonuses for current employees and a sign-on incentive for the new hire. All ayes, motion carried.

- Trustees Essentials Chapter 4: Moved to next meeting.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens:

Next Meeting: Regular meeting December 21, 2021, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Dan moved to adjourn, seconded by Kathleen. All ayes, motion carried. The meeting adjourned at 6:27 PM.

Respectfully submitted: Erica Brewster, Director

Minutes December 21, 2021
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent: Steve Garbowicz

Other Attendees: Erica Brewster (director)

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

Agenda:

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

Approval of Minutes: Motion by Patty, seconded by Kathleen, to approve the minutes of the November 16, 2021, regular meeting as presented. Five ayes, one abstention (Jeff), motion carried.

Correspondence: thank you note from Carolyn Eaglesham

Committee Reports:

Three Lakes Public Library Foundation: met electronically in November to approve the invoice from Winchester Builders.

Oneida County Library Board: OCLB met mainly to approve the final 2022 disbursement to OC libraries and receive information. Good programs and activities are happening at Rhinelander and Minocqua. Minocqua Public Library reported on a recent book challenge.

Director's Report:

- **Director's Report:** Erica reported on activities since the last board meeting. Lots of different programs.
- **Building and Maintenance Report:** Erica presented the building maintenance report.

Budget Review:

Motion by Patty, seconded by Dianna, to approve vouchers 104 -111 for November - December 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. All ayes, motion carried.

Reviewed public budget expenditures to date.

Old Business:

- **Library services during COVID-19:**
No immediate changes to services are anticipated.
- **Library staffing update:**
Sarah Steinbacher began as technical services/financial accounts manager on December 15. Training began with focus on front desk services. So far all is going very well and as she becomes confident in the public service role the library will begin to schedule Saturday open hours.
- **Library director update:**

Erica handed out her self-evaluation for library board members to consider when completing her evaluation.

New Business:

- 2022 budget amendments:

Oneida County Library Board revenue increased by \$2,466, and there will be \$6,124 savings from health insurance for the new hire.

Motion by Patty, seconded by Dianna, to place the additional \$2,466 revenue from Oneida County Library Board in the salary line for 2022 Demmer Library operating expenses. All ayes, motion carried.

The board chose to retain the health insurance savings in the health insurance line.

- Update: solar grant:

As noted in the building maintenance report, Erica signed the official grant contract with the Public Service Commission on 11/18. Next step is to get an engineered design that meets with town maintenance approval and is approved as meeting the grant objectives for installation and to develop a budget and installation timeline. The contract allows until 2022 to complete the project and submit project receipts for reimbursement. If the project does not go forward, the library foundation will not receive reimbursement for unspent funds or for funds spend on an incomplete project.

Discussion followed regarding what the town's expectations may be for options for placement of solar panels and how the board will respond.

- 2022 Oneida County Library Board contract:

Motion by Patty, seconded by Dianna, to approve the Oneida County Library Board contract as presented. All ayes, motion carried. Signed and dated as required.

- Closed session:

Motion by Patty, seconded by Dianna, to move the closed session for director evaluation to January 18, 2022 meeting. All ayes, motion carried.

- Trustees Essentials Chapter 4: Moved to next meeting.

Concerns and comments from trustees: Jeff Boehm, speaking as the town board representative on the library board, expressed concern about the staff bonuses awarded.

Future agenda items:

Comments from citizens:

Next Meeting: Regular meeting January 18, 2021, 4:30 pm in the lower level of the library and/or via video/teleconference.

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

Respectfully submitted: Erica Brewster, Director