

Minutes January 18, 2022  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

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

Absent: Steve Garbowicz, Dan McKissack

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:42 p.m.

**Agenda:**

Motion by Jeff, seconded by Dianna, 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 December 21, 2021, regular meeting as corrected. All ayes, motion carried.

**Correspondence:** thank you note from Lori Gray

**Committee Reports:**

**Three Lakes Public Library Foundation:** has not met since the last library board meeting. Will be scheduling a meeting for reviewing the landscaping proposal. The TLPLF has also revised their investment strategy following the completion of the building project.

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

**Director's Report:**

- **Director's Report:** Erica reported on activities since the last board meeting. Onboarding for the new technical services employee is going well and she is pleased with how the library team is gelling and taking ownership and responsibility for their work. She met with the two programming librarians (adult/young adult and children's) and technical services together in a group evaluation and planning session for 2022 and it was very well received. Erica has initiated discussion with town staff regarding making probationary employment status more straightforward and easily understood in the town employee handbook. The board asked Erica to invite the new technical services/accounting librarian to next meeting.
- **Building and Maintenance Report:** Erica presented the building maintenance report. The roof continues to perform well but there is still condensation saturating the insulation in the IT room. Greenfire was notified and said they are researching options. Since the packet was sent, Josh Paetow removed the trim and verified there is no mold in the Tamarack Room. Erica has a meeting with a solar installer set for this coming Thursday; discussion about understanding what criteria would need to be met for a successful solar installation followed.

**Budget Review:**

Motion by Jeff, seconded by Dianna, to approve vouchers 1 - 13 for January 2022 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.

Motion by Patty, seconded by Jeff, to approve the 4<sup>th</sup> quarter 2021 fines and copies revenue deposit into the non-lapsing account. All ayes, motion carried.

Reviewed the 4<sup>th</sup> quarter special accounts report.

Reviewed the 2021 end-of-year budget report for the town account and the three donation accounts: maintenance account, special donation account, and former friends account.

Reviewed public budget expenditures to date.

**Old Business:**

- Library services during COVID-19:

Motion by Jeff, seconded by Dianna, to accept the pandemic response plan for January-February 2022.

- Trustees Essentials Chapter 4:

Moved to next meeting.

**New Business:**

- Election of board officers for 2022:

Motion by Dianna, seconded by Patty to nominate the current slate officers for another year: Ann Asbeck, President, Dan McKissack, Vice President, Kathleen Olkowski as Treasurer for 2022. All ayes, motion carried.

- Review/approve 2022 holiday closed days: Library holiday closure days 2022:

½ day: Friday, April 15 – Good Friday

Full day: Monday, May 30 - Memorial Day

Full day: Monday, July 4 – Fourth of July

Full day: Monday, September 5 – Labor Day

Full day: Thursday, November 24 – Thanksgiving Day

Full day: Saturday, December 24 – Christmas Eve Day, benefitted staff will flex holiday time during pay period

Full day: Sunday, December 25 – Christmas Day, already closed, benefitted staff will flex holiday time during pay period

½ day: Saturday, December 31 – New Year’s Eve Day, benefitted staff will flex holiday time during pay period

Full day: Sunday, January 1, 2023 – New Year’s Day, already closed, benefitted staff will flex holiday time during pay period

Motion by Kathleen, seconded by Jeff, to approve the closure days for 2022. All ayes, motion carried.

- 2022 Candidate forum:

There are four candidates for two seats on town board and three candidates for two seats for school board. Dianna suggested using the high school auditorium rather than the TLCFA for spacing or consider a virtual option. Discussed concerns over gathering in the pandemic and potential options. Ann will contact candidates to determine interest in participation and report back in February.

- Closed session:

Jeff 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: library director.)

- Roll call: Ann: aye, Dianna: aye, Jeff, aye, Kathleen: aye, Patty: aye. Board entered into closed session at 5:58 PM. Jeff left closed session at 6:17 PM.
- Return to open session: Patty moved, Kathleen seconded, to return to open session. Ann: aye, Dianna: aye, Kathleen: aye, Patty: aye. All ayes, motion carried.
- Report on action in closed session: the board communicated their priorities for the director to focus on in 2022.

**Future agenda items:**

**Comments from citizens:**

**Next Meeting: Regular meeting February 15, 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 Patty. All ayes, motion carried. The meeting adjourned at 7:07 PM.

Respectfully submitted: Erica Brewster, Director