

Minutes February 15, 2022  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

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

Absent: Steve Garbowicz

Other Attendees: Erica Brewster (director), April Lammert (guest), Sue Harris (guest)

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

**Agenda:**

Motion by Jeff, seconded by Kathleen, 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 January 18, 2022, regular meeting as presented. All ayes, motion carried.

**Correspondence:**

Letter from U.S. Bank requesting document of use of distribution of funds. Ann will respond that the distribution will be placed in capital savings towards future building maintenance projects.

Letters from Kira Bender, Erica Brewster, April Lammert, and Sarah Steinbacher regarding discussion of personnel policy and town handbook.

**Committee Reports:**

Three Lakes Public Library Foundation: has not met since the last library board meeting. Will meet on March 17 to discuss the landscaping proposal and other items.

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

**Director's Report:**

- Director's Report: Erica reviewed the monthly board report and summarized her trip to Madison for Library Legislative Day.
- Building and Maintenance Report: Updated on status on roof. Still no additional icing on the south, west, or north sides of roof. There is some ice appearing in the gutters on the east side in the north and southeast valley corners. Jeff asked about inquiring with Superior Electric about heat tape outlet installation.

**Budget Review:**

Motion by Patty, seconded by Jeff, to approve vouchers 14-20 for January-February 2022 for payment from the town account. All ayes, motion carried.

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

Reviewed public budget expenditures to date. Kathleen noted that the year needs to be corrected/updated at bottom of budget sheet.

**Old Business:**

- Library services during COVID-19:

Motion by Patty, seconded by Kathleen, to accept the pandemic response plan for February-March 2022, continuing to require masking and reviewing at the next monthly meeting. All ayes, motion carried.

- 2022 Candidate Forum:

Reviewed the candidate forum inquiry response from candidates. Plan for in-person panel with live audience event at the Three Lakes School auditorium on Wednesday, March 30. Dianna secured a grant from the Wisconsin Alliance for Excellent Schools to receive \$150 for refreshments. League of Women Voters is willing to provide a moderator.

- Trustees Essentials Chapter 4:

Moved to next meeting.

### **New Business:**

- Review/approve 2021 annual report:

Motion by Patty, seconded by Jeff to accept the 2021 annual report as with addition of description of library programs and submit to DPI. All ayes, motion carried.

- Review/approve 2021 annual report statement of effectiveness:

Motion by Kathleen, seconded by Dan, to accept the 2021 annual report statement of effectiveness to be inserted into the annual report and submitted to DPI. All ayes, motion carried.

- Review/discuss 2020 personnel policy library amendments:

Motion by Patty, seconded by Ann, to write a personnel handbook specific to the library. One aye, 4 nays. Motion failed.

Comments from Sue Harris: the library can administer its own policy, but it cannot have benefits that exceed that of other town employees. Ann requested documentation to that effect. Sue also suggested new employees meet with town benefits staff to clarify an individual's benefits and questions.

Motion by Kathleen, seconded by Jeff to look at both the addendum and the current town employee handbook to make revisions and clarifications as needed and return to boards for further discussion and approval. All ayes, motion carried.

### **Future agenda items:**

### **Comments from citizens:**

**Next Meeting: Regular meeting March 15, 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 Kathleen. All ayes, motion carried. The meeting adjourned at 6:41 PM.

Respectfully submitted: Erica Brewster, Director