

Minutes April 19, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent:

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 3:46 p.m.

Agenda:

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

Approval of Minutes: Motion by Jeff, seconded by Patty, to approve the minutes of the March 15, 2022, regular meeting as presented. All ayes, motion carried.

Correspondence:

Erica also received contact from BMO bank manager asking if there is anything they can do to provide service to us regarding our accounts.

Committee Reports:

Three Lakes Public Library Foundation: reviewed the draft minutes from the March 17, 2022 meeting. Both the landscaping and solar project will be discussed on the library board agenda.

Oneida County Library Board: a routine meeting was held on Thursday, March 24.

Director's Report:

- **Director's Report:** Reviewed the director's report. Debriefed the candidate forum.
- **Building and Maintenance Report:** Reported on the status of the emergency lights and impacts of recent power outages on the electrical systems; possible investigation of building surge protection.

Budget Review:

Motion by Steve, seconded by Patty, to approve vouchers 33-46 for March-April 2022 for payment from the town account. All ayes, motion carried.

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

Reviewed public budget expenditures to date. Erica followed up on the request to review the totals in Equipment Contracts last month. She confirmed that two transactions for service on equipment – not standard equipment contracts - had been posted to that line that should have been placed in regular property maintenance. They were moved this month.

Motion by Steve, seconded by Dianna, to approve the transfer of the fines and copiers funds for the first quarter of 2022 to the town non-lapsing account.

Old Business:

- **Library services during COVID-19:**

Library services continue with little current impact from COVID.

- Personnel Policy and pay comparables:

Patty and Ann met with Sue Harris, town clerk, on 4/18, to review rewrites to the employee handbook and discuss revisions and opportunities for flexibilities specific to the library employees. Plan is to have a version for review and potential approval in June.

Motion by Steve, seconded by Patty, to approve the compensatory change proposals for the specific positions presented for the 2022 calendar year. All ayes, motion carried.

- Solar project:

Ann, Dianna, and Jeff Boehm met with Jeff Bruss to present the ground mount and roof mount options for a solar installation. Discussed process of approval for both: ground mount would require the plan commission and town board's approval to use the green space; roof mount would be a discussion of memorandum of understanding with the town regarding the maintenance of the roof.

Ann also spoke to the Northland Pines school district; they are very happy with the outcomes and pursuing additional ground mount solar projects and battery backups as they felt the ground mounts shedding snow and "it was a mistake" not to include battery backup in the original projects.

Motion by Patty, seconded by Dianna, to pursue construction of a ground mount solar project. All ayes, motion carried.

Steve recommended to request approval from the Plan Commission on potential library use for the space.

New Business:

- Landscaping project:

Mike Krueger, MK Landscape, Inc., presented the initial design for the landscaping plan for the "celebration garden" on the south side of the building. Timeline: installation mid-late summer, 3 week process. The installation will be relatively low-maintenance, no grass that requires mowing; would need a contract with MK Landscaping or another landscaper for yearly upkeep. Weeds would be controlled through mulch, hand-pulling, and targeted herbicide use if needed. First seasons would require some additional watering to establish the plants. Kathleen Olkowski will serve as the point person for the project for the library board.

- Staffing update:

Erica Pertile began as the new front desk clerk on 4/4/2022 and is learning quickly and fitting in well.

Future agenda items:

Comments from citizens:

Next Meeting: Regular meeting May 17, 2022, 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 Dianna. All ayes, motion carried. The meeting adjourned at 5:30 PM.

Respectfully submitted: Erica Brewster, Director