

Minutes May 17, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm (left at 4:50 PM), Steve Garbowicz, Dan McKissack (online), Kathleen Olkowski, Patty Wallesverd

Absent:

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:30 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 Patty, seconded by Kathleen, to approve the minutes of the April 19, 2022, regular meeting as corrected. All ayes, motion carried.

Correspondence: none

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.

Director's Report:

- Director's Report: Reviewed the director's report. While there appears to be a marked drop-off in wi-fi connections for the library and they did find a problem with one of the access points, WVLS has also noted there might be some change in how connections are tracked that have affected numbers system-wide. Thank you to Patty Wallesverd for doing the annual presentation to the Women's Club.
- Building and Maintenance Report: Kathleen pointed out the wrong date on the report – should read May 17, 2022. Reviewed status of various items. Discussed the opportunity for a memorial policy so future donations of items can be followed up with a process for determining plaques and other recognition.

Budget Review:

Motion by Kathleen, seconded by Patty, to approve vouchers 47-55 for April-May 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. 6 ayes, one abstention, motion carried. Garbowicz abstained.

Reviewed public budget expenditures to date. Noted that natural gas expenditure is ahead of forecast due to a near 50% markup in gas prices since beginning of year. In addition, newsstand newspaper prices have also increased by \$2/day over the last two months. Inflation will be a factor in formulating the 2023 budget.

Old Business:

- Staffing update:
There still are no attractive candidates for the tech services position from the few applications received. In addition, seeking summer relief at the front desk has also been difficult. Past employees have been

invited back, but currently nobody wants to commit to regular hours or feel their summer plans would be too disruptive to the library's needs. Due to this, steps are being taken to reduce summer workload beyond basic services including reducing/eliminating take-and-make kits as they are time consuming to produce. Erica requests library board members express their appreciation to regular staff who are working hard to provide seamless service while also presenting a full summer reading program and events. Kira has agreed to come back as a substitute on the desk when staff need to be gone; Nancy Brewster will return to do 5-10 hours a week of cataloging. Board recommended utilizing local advertising, and stressed opportunities with flexible work schedules. Similarly, the volunteer fair also did not have a lot of community response.

- Personnel Policy and pay comparables:

Patty has a revised handbook with a library addendum which has been shared with the town, Ann, and Erica. The town acknowledged the need for additional flexibilities and changes specific for the library. The revision will be shared with the full board at the next meeting.

- Solar project progress report:

Reviewed the meeting with the Plan Commission 4/26. Some members of the Plan Commission seemed open to pursuing the idea, others had concerns. The Plan Commission did encourage the library to work with the Veterans Memorial Committee. There wasn't urgency on the part of the Veterans committee or plan commission to recommend a plan for the green space to the town board.

Motion by Steve, seconded by Patty, to authorize installation of electrical service for future solar installation. All ayes, motion carried.

- Landscaping project:

Linnea Ebann presented the landscape plan for the memorial garden on the south side of the library building. Timeline will need to follow any work with underground power and solar underground wiring. The first work would be with grading and groundwork in mid-late summer, followed by plantings and installation.

Motion by Patty, seconded by Kathleen, to approve the conceptual design for the celebration garden on the south side of the library building. All ayes, motion carried.

New Business:

- 2021 County Reimbursement request:

Board discussed requesting an increase of \$2,000 in light of current inflationary pressures on the library budget (natural gas, periodicals, etc.).

- Library director search:

Motion by Steve, seconded by Dianna to create a search committee for the next library director with Ann, Patty, and Kathleen appointed. All ayes, motion carried.

- Library leadership transition:

Discussion regarding options for managing the leadership transition. Trustees considered options of contacting previous or retired directors that would be willing to come in as interim director. Erica assured the trustees that she would be able to remain in the director position for a period – at least into the fall – and more discussion could happen as the situation evolves.

- DLBT – TLPLF long-term funding strategic planning:

Set a joint meeting with the Three Lakes Public Library Foundation to create a strategic fundraising plan for the long-term health of the library.

Future agenda items:

Comments from citizens: members reported on positive feedback from community members about how much they appreciate the library

Next Meeting: Regular meeting June 21, 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 Steve. All ayes, motion carried. The meeting adjourned at 6:51 PM.

Respectfully submitted: Erica Brewster, Director