Minutes July 19, 2022

Edward U. Demmer Memorial Library

Library Board of Trustees Meeting

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

Absent:

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

Ann Asbeck called the meeting to order at 4:31 p.m.

**Agenda:**

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

**Approval of Minutes:**

Motion by Patty, seconded by Steve, to approve the minutes of the June 21, 2022, regular meeting as presented. Motion carried.

**Correspondence:** None

**Committee Reports:**

Three Lakes Public Library Foundation: met on Friday, June 17. Annual meeting was held first reviewing the 2021-2022 accomplishments and reviewed the foundation financial status. Despite the uncertainty of the market, decision was to not make changes to the investment policy. Officer election resulted in the same slate of officers for the next year.

Regular foundation meeting: discussed the sunsetting of the current solar project plan, and raised the question of whether the foundation would consider funding a building backup system, whether it be a battery or natural gas generator system. Will wait for the results from generator exploration committee.

Oneida County Library Board: met on Thursday, June 23. The Demmer Library funding request for 2023 was approved to be included in the 2023 county board budget request.

**Director’s Report:**

* Director’s Report: Erica gave the library board a heads-up about a developing proposal to increase Story Hour programming by offering a weekly Story Hour class in the Three Lakes elementary school 4K classroom in addition to the Sugar Camp elementary school and at the Demmer Library. This is still a draft proposal and may come before the library board in August. Erica and April continue to cover the technical services job role with certain duties still covered by Antigo Public Library cataloger. Otherwise the library is busy, busy, busy, busy, busy, busy, busy.
* Building and Maintenance Report: 7/19: discovered the dehumidifier in the small furnace room is not draining properly and is leaking water out of the bottom of the unit. The water has saturated the carpet in the staff area again and the dehumidifier is offline until Rappley can come and determine the problem.

New plaques are completed, although a couple of them have spelling errors and are waiting for the corrected ones to be delivered.

**Budget Review:**

Motion by Steve, seconded by Patty, to approve vouchers 67-79 for June-July 2022 for payment from the town account. All ayes, motion carried.

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

Motion by Steve, seconded by Jeff, to approve the transfer to the fines and copier account with the Town of Three Lakes.

Reviewed public budget expenditures and quarterly account balances to date.

**Old Business:**

* Personnel Policy/handbook:

Staff are currently reviewing the handbook.

* Director search committee - update:

Interviewed candidate on 7/13 with positive results. References were checked this week. Tentatively scheduled an in-person interview at the end of July. May need a special board meeting before the middle of August if an official offer is needed.

* DLBT – TLPLF long-term funding strategic planning:

Ann has discussed timeline for a meeting with foundation president Bob Werner, likely at the end of August, early September.

**New Business:**

* Operational non-lapsing account/financial policy review:

Reviewed draft financial policy outlining the purpose and management of library streams of revenue and accounts. Also included a proposal for managing non-lapsing funds from unspent municipal operational funds under board control.

Motion by Steve, seconded by Kathleen, to table further discussion and decision until the regular August meeting. All ayes, motion carried.

* 2023 draft budget:

Motion by Patty, seconded by Dan, to approve the draft 2023 budget as presented. All ayes, motion carried.

**Future agenda items: Personnel handbook, financial policy, non-lapsing account cap**

**Comments from citizens:**

**Next Meeting: Regular meeting August 16, 2022, 3:30 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 6:06 PM.

Respectfully submitted: Erica Brewster, Director