

Minutes August 16, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz (virtual), Steve Garbowicz (virtual), Kathleen Olkowski, Dan McKissak (virtual at 3:41pm.), Jeff Boehm (joined at 4:09pm), Patty Wallesverd (joined at 4:29pm)

Absent:

Other Attendees: Erica Brewster (director), April Lammert, Peter Kotarba, Candice Johnson, Erica Pertile
Ann Asbeck called the meeting to order at 3:33 p.m.

Agenda:

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

Approval of Minutes:

Motion by Steve, seconded by Kathleen, to approve the minutes of the July 19, 2022, regular meeting as presented. All Ayes, Motion carried. Motion by Kathleen, seconded by Steve to approve minutes the August 2, 2022, special meeting as presented. All Ayes, Motion carried

Correspondence: None

Committee Reports:

Three Lakes Public Library Foundation: has not met.

Oneida County Library Board: will meet on September 15, 2022.

Staffing update:

Introduce Peter Kotarba, new technical services/accounting librarian. Peter will begin cataloging training in September and accounting training September/October. Introduction of Erica Pertile and Candice Johnson.

Director's Report:

- Director's Report: Most of this month was busy, busy, busy, busy. Went through Director recruiting. Ann pointed out 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. There is a meeting Friday about this. Forward Three Lakes is interested in doing more workshops on grant writing and volunteer onboarding. Dates TBD. Talked about circulation numbers coming back and reviewed numbers for internet and meeting room usage.
- Building and Maintenance Report: Reviewed incident with dehumidifier 7/19. Due to the lack of floor drain in small furnace room, a blockage in the unit caused water to back up undetected in the room until it seeped into the adjoining office space. Erica purchased a box fan, dehumidifier, and a water sensor to help with any future issues. Kathleen questioned why we didn't have a drain in there and asked if it is possible to put one in now. Will consult with plumber to see if adding a floor drain would be feasible.

Roof icing: 7/29, Josh, Brian Schubring, Jody Andres met and reviewed the status of the work to address ventilation. Greenfire was notified in January that there are still some issues with icing. Josh and Brian both agreed south end of building was going great. Greenfire didn't do anything to north end of building

as they wanted to take a “wait and see” approach to whether further work was required. Board agreed that if it’s helped solve problem in one place, it makes sense to open up the north end. Ann will author a letter to Greenfire requesting follow-up on work that hasn’t been completed. Also noted that when roof work is done it is the best opportunity to install outlets for heat tape should they be needed in the future.

Concrete: 7/29 Josh met with Jody Andres from Hoffman (the architect on the building project) with Brian Schubring (Winchester Builders, owner’s representative on the building project) and Jeff Boehm in attendance. The conclusion from Jody and Brian is that the concrete is failing because of the clay beneath it and not a good foundation under the sidewalk. Received an engineer re-design for end of ramp and top of sidewalk that would involve removing sidewalk and dirt, install a frost wall and have a new base tied into the library’s foundation. Ann will write a letter to Hoffman about the cost of installing per a redesigned spec; library may need to plan on covering this cost. No solid cost estimates received. Timing: suggested waiting until spring 2023 will avoid possible concerns about winter weather and frost before a contractor can be secured.

Duct work in IT room: duct in IT room still needs insulation replaced, preferably prior to winter. There is some question about the responsibility of for the duct work as it was installed per design specification, but insulation becomes saturated with condensation during coldest days in winter. Hoffman did give a design for a fix but the work still needs to be done. Greenfire had said they would do the work even though it wasn’t an error in installation on their part. Ann will include this in the letter to Hoffman.

Emergency exit signs: No update. Josh called Superior Electric but hasn’t had a follow up or contacted them again. Board agreed best to go with the company that did the installation and Erica noted there’s a small list of other minor electrical issues that could be dealt with at the same time if a time can be scheduled. Request Josh attempt following up again.

Security cameras: Found a time period where one camera was not recording but all are working again. During this incident noted that the main security computer is working slow. Not urgent but should be noted for future follow-up.

Backup generator: Jeff contacted Northern Generator and met on site. Requested a quote for a natural gas generator that would maintain fire suppression, IT, lights, and heating. Unfortunately, these services are three located in separate electrical panels. Not a viable option to move things to one panel. Next option would be a system that would run the entire building. The proposal ballpark figure for a minimum-sized generator was \$60,000 and a bigger one is \$67,000. Two locations were proposed: south side of the building, minimum 3 feet from building and 5 feet from any window, as close to the gas and power meter as possible. This would place it in the middle of the proposed landscaping area outside the children’s area. Next option would be off the southwest corner of the building in the area that is currently covered in landscaping rock. Unit would be substantial in size.

Diana questioned if town office complex has been looked at. Town office is already set up for a generator. Advised against one big unit for both buildings. Diana asked if Jeff would present this to the town so that the town could be asked to provide funds for this. Jeff and Josh will present the findings to the town board.

Ann asked about battery power back up. Northwind Solar had quoted the battery backup as part of their solar design and could do battery backup as a standalone. Jeff noted that the battery backup would run

into the same challenge of needing to supply power to the entire building as the priority services are not located in a single panel. No additional design work has been pursued since the solar project was tabled.

Landscaping: No update

New plaques are completed, just working on getting them set up.

Budget Review:

Motion by Steve, seconded by Patty, to approve vouchers 80-95 for July-August 2022 for payment from the town account. All ayes, motion carried.

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

A by Kathleen seconded by Patty to approve the budget from the Friends Account. All ayes, motion carried.

Reviewed public budget to date.

Old Business:

- Personnel Policy/handbook:

Ann, Patty, and Sue to talk in the future after staff gets to give feedback. Erica suggested board members meet with April, Peter, and Candice to discuss benefit clean up. Patty and Ann agreed.

- Operational non-lapsing account/financial policy review:

Reviewed the draft financial policy for the second time. Discussion about the non-lapsing funds and draft proposal for managing the balance in the account. Erica clarified that while this is a board policy, it is only a policy meant to serve as a guideline for the board and can be changed by the board at any time in the future should circumstances change. Board members wanted more time to consider the policy before taking a vote.

Motion by Kathleen, seconded by Jeff Boehm, to table the draft financial policy. All ayes, motion carried.

- 2023 draft budget:

Ann, Patty, and Erica met with town chair Jeff Bruss and town clerk Sue Harris on 8/3; reviewed and corrected some information about the non-lapsing account. Jeff Bruss and Sue reiterated their concern about unused health insurance funds rolling into a non-lapsing account. Erica's confusion was an apparently incorrect understanding that there was both an operational non lapsing account *and* a health non lapsing account designated specifically for funds left in the health insurance line item. This is not the case – the only two non-lapsing accounts are for all operational funds (including that budgeted for health insurance premiums) and the library's income from copier and fines.

There is currently \$19,210.94 in the operational non-lapsing account. Of that, Erica has asked that \$9,214.94 be designated revenue in the 2023 operational budget rather than, as Jeff Bruss suggested, the library make "cuts" to that amount in the operational budget and then overspend the budget by that amount.

Beyond that discussion Jeff Bruss did not suggest any changes to the library budget. They would like to see us as the library that we are not just going to have those funds sitting in our non-lapsing account. Erica would like to meet with and see a capital committee for the long term of the building.

- Director search committee - update:

Unfortunately, negotiations with the director candidate fell through. The position has been reposted with a closing date of September 1, 2022.

- 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:

- Discuss/approve – concrete for west ramp:

Ann is going to put this in the letter to Hoffman.

Future agenda items: Personnel handbook, 2023 budget

Comments from citizens:

Next Meeting: Regular meeting September 20, 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 Dan. All ayes, motion carried. The meeting adjourned at 5:27 PM.

Respectfully submitted: April Lammert, programming librarian; Erica Brewster, director