

Minutes September 20, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Kathleen Olkowski, Dan McKissack, Jeff Boehm (left at 5:20),
Patty Wallesverd

Absent: Steve Garbowicz

Other Attendees: April Hansen

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

Agenda:

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

Approval of Minutes:

Motion by Jeff, seconded by Dan, to approve the minutes of the August 16, 2022, regular meeting as presented.
All ayes, motion carried.

Correspondence: Fines free for children email dated 8/25/2022; Letter from Hoffman Planning, Design &
Construction regarding concrete on west ramp.

Committee Reports:

Three Lakes Public Library Foundation: has not met. October meeting with the Library Board remains a
possibility. Looking at better quality picnic tables for the green space.

Oneida County Library Board: met on September 15, 2022. April attended representing Erica. OCLB looking to
Demmer Trustees to submit a nomination to fill the empty OCLB slots.

Director's Report:

- **Director's Report:** Discussion about 4k story hour. Concerns were raised by Jeff about expanding Story Hour, in particular about staffing and funding. Ann addressed the concerns by providing an update on the verbal agreement reached with Three Lakes School District Superintendent Teri Maney that will be put into a written document in October. TLSD will be covering all funding for the 4K story hours to include the additional hours added to Candice's position. Talk of banned book week. Board talked about hosting a banned book week discussion in the future. Question on branding which is a work in progress.
- **Building and Maintenance Report:** Ann sent letters to Greenfire and Hoffman. Letter from Hoffman was distributed. Insulation for duct work and concrete have been addressed by Hoffman and they will not give further assistance. Greenfire has offered services on the soffit/ventilation work. They will be back this fall on ventilation. Heat tape is not advised by any of experts consulted.

Duct work in IT Room: Greenfire will be asked for suggestions for contractors, method to do work, and cost estimate. The same will be asked of Rappley. The library will pay for this repair, likely from Demmer Trust funds.

Emergency Exit signs: Need help from Josh to get these lights working. Jeff to talk to Josh about this.

Knox box: Fire department-Jeff will ask Bob Canada.

Floor drain in mechanical: no update.

Plaques: Patty to take over and arrange to hang plaques.

Landscaping: Items are arriving and being put together.

Ann asks that everyone recognize we will be spending money to get these building issues done.

Budget Review:

Motion by Patty, seconded by Dan, to approve vouchers for August-September 2022 for payment from the town account. All ayes, motion carried.

Note from Erica: The Demmer Library receives revenue from Oneida County (Oneida County Library Board), Forest County (cross border payment), Three Lakes School District (Story Hour), Town of Sugar Camp (Story Hour), and Three Lakes Historical Society (shared staffing) towards the Town of Three Lakes budget appropriation. Until this month, those checks, usually made out to the Edward U. Demmer Memorial Library, were passed on to the Town of Three Lakes to be deposited into their fund accounts at the bank. However, Erica was informed that the bank is no longer accepting checks made out to the Demmer Library to be deposited into accounts with the name "Town of Three Lakes." It may not be feasible to ask those payees above to change who they are writing the check to. Erica chose to deposit the check from the Three Lakes Historical Society into the Demmer special account as a "Revenue pass-through income" and write a check from that account to the Town of Three Lakes as a "Revenue pass-through expense." You will see that as a \$2,800 deposit and check withdrawal on this month's special account budget sheet.

Motion by Dan, seconded by Patty, to approve payment of bills from the special account. Erica's note read. All ayes, motion carried.

Motion by Kathleen, seconded by Dianna, to approve the 2022 property maintenance payment to the Town of Three Lakes from the Property Maintenance account. Discussion of what the \$3,300 is funding which is an annual maintenance fee toward work provided by the Town Public Works Supervisor. All ayes, motion carried.

Reviewed public budget to date. Ann mentioned our utilities are anticipated to be high and she wants to talk to Sue about whether our increases are equivalent to those being planned by the town for 2023.

Old Business:

- Personnel Policy/handbook:

Question about accrual of anniversary date and vacation accrual. Patty and Ann will clarify with Sue. Clarification that it is the library director who approves Peter's vacation.

- 2023 draft budget:

Erica sent the updated version of the draft budget to Sue on 8/25. Included in this update is maintaining the adult librarian and children's librarian's mid-year pay bumps into 2023 plus budgeting for a 3% merit increase to be allocated pending positive staff evaluation. It also maintains the children's librarian position at 30 hours/week. It increases the newest circ staff position from \$10 to \$14/hour, and bumps the relief librarian up to \$12/hour. The director compensation is included at the top of the posted salary range. Total budget impact for both wages and salary is a \$23,200 increase over 2022.

The 2023 draft budget submitted to the town does include \$9,210.94 to be rolled from the library's non-lapsing account towards operating revenue for 2023. This nullifies any impact of the above salary changes on the tax levy.

No changes were suggested by Sue before the next town meeting.

Motion by Patty, seconded by Dan, to approve the draft budget as presented including the \$9,210.94 from non-lapsing. All ayes, motion carried.

Further discussion and adjustments can be made in October as health insurance numbers, possible information about a library director, and/or other revenue or salary information come available.

- Director search committee - update:

Ann sent a written offer to Lisa Cameron with the same offer that was given to the previous successful candidate: The committee asked Lisa about a starting date. The biggest problem is housing. There will be further updates at the October meeting.

New Business:

- Update – resolution of ongoing building concerns:

This was addressed in building report.

- Fine-free for children's material:

Review draft update to circulation policy.

On average take in \$1,800 in fines and \$2,300 in copier money per year that is deposited in non-lapsing account. Don't have numbers specific to juvenile fines available for the meeting.

Motion by Dianna, seconded by Kathleen, to not draft a new policy. All ayes, motion carried

Discussion of writing a letter to the concerned individual. Dan and Patty will draft a letter.

- Discussion/approval of a new member of the Oneida County Library Board:

There is a vacancy on the OCLB for a Three Lakes representative. Kathleen may be interested if able to join the meeting remotely.

Future agenda items:

Comments from citizens:

The school is going to have a referendum.

Ann reminded board to direct questions about or suggestions for agenda items to her prior to board meetings so meetings can be properly posted and staff and board members can be prepared to properly address items.

Next Meeting: Regular meeting October 18, 2022, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Kathleen moved to adjourn, seconded by Dan. All ayes, motion carried. The meeting adjourned at 6:12 PM.

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