

Minutes October 18, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent: Dan McKissack

Other Attendees:

Ann Asbeck called the meeting to order at 4:34 p.m.

Agenda:

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

Approval of Minutes:

Motion by Patty, seconded by Kathleen, to approve the minutes of the September 20, 2022, regular meeting as corrected. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: The foundation hasn't met, but due to personal circumstances with the foundation president a meeting hasn't been scheduled. They have received a submission for a design for a permanent Story Book Garden and the generator project. Nancy Kimla, Linnea Ebann, Kathleen Olkowski, and Erica Brewster will meet on 10/20 to review the landscaping work and finances to date, list of donor, and look at a process for long-term management of receiving new memorial/recognition requests, funds, and maintenance of space.

Oneida County Library Board: Erica attended the OC Budget Hearing on 10/5 to provide background and information on the Demmer Library's portion of the OCLB 2023 budget request. Budget was forwarded as presented to the full county board for approval 11/15. The OCLB will meet after the budget hearing to officially set the budget for 2023.

Director's Report:

- Director's Report: 4K Story Hour at TL Elementary is underway. As noted in the director's report, there is an extremely large number of children attending Story Hour this year, evenly spread among the Demmer's Tuesday morning program (28), TL Elementary 4K (29), and Sugar Camp Elementary 4K and community (17). As of now there are 73 children registered for Story Hour with more families expressing interest. Reviewed the draft agreement with TLSL. Candice and Erica are considering options for the "proletunity" presented by so many young children being involved.

Erica's focusing on priorities for transition: establishing written procedures for various aspects of library management and training staff; beginning 2022 staff evaluations, goals review, and 2023 goal setting; end of year budget management; addressing building concerns.

- Building and Maintenance Report:

Duct work in IT Room: waiting for response from Greenfire to follow up on contracting to do the work. The estimate was for approximately \$2,300.

Emergency Exit signs: Still no response from electrician. Jeff suggested the situation possibly be submitted as an insurance claim. Erica believes it was caused by a power surge related to the storm/outage 3/23/2022.

Floor drain in mechanical: discussion with a contractor – would need to look into the blueprints to see if there is a logical place to tie in a floor drain (sump pump?). Current solution is a water sensor alarm tied into the outlet that the dehumidifier is plugged into. If water is detected power would be cut to the outlet.

Lawrence Demmer plaque: at the design phase.

Concrete: pursue a contractor for a spring project.

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

Landscaping: Major infrastructure work is done with some initial plantings. Linnea Ebann is contacting donors to determine which elements will be recognized as memorials by those who have already donated, and which ones will be made available through future contributions.

Budget Review:

Motion by Steve, seconded by Kathleen, to approve vouchers for September-October 2022 for payment from the town account, less the charge for WLA as requested by the director. All ayes, motion carried.

Motion by Kathleen, seconded by Dianna, to approve payment of bills from the special account. Five ayes, one abstention (Steve), motion carried.

Motion by Steve, seconded by Patty, authorize the transfer of fines and copier funds as reported to the non-lapsing account. All ayes, motion carried.

Motion by Steve, seconded by Dianna, to approve payment of \$258.68 for book bags from the used book sale account. All ayes, motion carried.

Reviewed public budget to date.

Review of public budget end of year projection.

Mini-grant request: Motion by Patty, seconded by Dianna, to approve the purchase of a large format book scanner from the used book sale account. All ayes, motion carried.

Old Business:

- Personnel Policy/handbook:

Still waiting for a meeting from Sue.

- 2023 draft budget:

The 2023 Town of Three Lakes municipal budget was approved to be published for elector approval on 11/15 with the library budget included as previously presented. Erica met with Sue to discuss the increase in health insurance; the town has approved covering the major increase in the employer costs through the town-held non-lapsing funds for health insurance. Those employees with health insurance will see increases in their monthly premiums.

Oneida County administration committee approved the increased request from the Demmer Library for 2023 revenue. The agreement for Story Hour with the Three Lakes School District is being finalized and will include increased revenue.

- Director search committee - update:

The Director Search Committee met on 10/13 to discuss the current situation. The candidate is still interested in the position but hasn't been able to find satisfactory housing. All other aspects of the offer were acceptable. The committee decided to reopen the application process while continuing to allow the candidate time to potentially find a place but also review additional applications.

- Meeting with TLPLF:

Currently on hold.

- Update/discussion – resolution of ongoing building concerns:

Covered during the building report.

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

Looking for names to nominate.

New Business:

- Library leadership transition planning:

Erica submitted a memo outlining a proposed end date.

- Trustees Essentials Chapter 4:

Return to agenda in November.

Future agenda items:

Comments from citizens:

Next Meeting: Regular meeting November 22, 2022, 4:30 pm in the lower level of the library and/or via video/teleconference. Note change from 3rd Tuesday town annual meeting to be held 11/15.

There being no further business, Jeff moved to adjourn, seconded by Patty. All ayes, motion carried. The meeting adjourned at 6:20 PM.

Respectfully submitted: Erica Brewster, director