

Unapproved Minutes November 22, 2022  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Dan McKissack, Kathleen Olkowski, Jeff Boehm, Patty Wallesverd

Absent: Steve Garbowicz

Other Attendees:

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

**Agenda:**

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

**Approval of Minutes:**

Motion by Ann, seconded by Dianna, to approve the minutes of the October 18, 2022, regular meeting as corrected. All ayes, motion carried.

**Correspondence:**

**Committee Reports:**

Three Lakes Public Library Foundation: The foundation hasn't met; same status as last meeting.

Oneida County Library Board: The Oneida County budget was passed with the Oneida County library appropriation included as requested on 11/15. OCLB met 11/17 after the budget hearing to officially set the budget for 2023. The DLBT will sign the 2023 contract at the 12/20 library board meeting. Received reports from the three libraries. Kathleen agreed join the committee beginning winter 2023.

**Director's Report:**

- Director's Report: Erica had group and one-on-one evaluation meetings with all staff in November. Peter won't have his first official evaluation until six months, February, 2023, but was included in the group evaluations and had an orientation progress review. Staff continue to demonstrate their ability to learn quickly, willingness to take on new tasks, and change direction and adapt to new circumstances, and do it with enthusiasm. This is not to be taken lightly – although they make it look easy, it's important to remember that running at this pace continually is exhausting. The staff as a whole is still very new: without Erica and Carolyn included, the average amount of time spent working at the Demmer is 1.4 years (ranging from 3 months to 3.5 years). While each individual and the team as a whole have selected valuable goals for 2023, unless a director is found they will be down an entire FTE (40 hours/week) after February 15 and still be expected to learn a lot of new skills in addition to their current jobs which most of them are still learning. Dianna commended the work Candice and April are doing with the school district, particularly programs with parents/families both at the library and at the school.

Erica has been spending a lot of additional time tying up loose ends and projects including: deploying online catalog search stations (table and PC) throughout the library, addressing long-standing technical issues, updating the director manual and timeline, updating the building maintenance manual, further

documenting routine workflows; identifying staff to delegate various director tasks to over the next two months.

- Building and Maintenance Report:

Exit signs were purchased from Avfco and replacement was finished 11/15.

Josh Paetow is working on diagnosing and coming up with a solution to fix the flashing LED fixture upstairs. May require replacement of entire fixture.

Erica learned that there has been a change to the organization chart for the Public Works department. There is a new town shop foreman for day-to-day tasks and Josh is now fully the Public Works superintendent focused on administration and local building maintenance with an office in the town office next door.

11/22: Ann received a lead on a contractor to insulate the duct in the IT room. She has shared this information with Josh.

Concrete: Pollack Concrete is willing to take a look but didn't have a chance to look before the snow.

### **Budget Review:**

Motion by Kathleen, seconded by Jeff, to approve vouchers 111-125 for October-November 2022 for payment from the town account. All ayes, motion carried.

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

Motion by Dianna, seconded by Kathleen, to approve payment of \$126.43 for book bags from the used book sale account. All ayes, motion carried.

Motion by Dianna, seconded by Kathleen, to approve additional invoices for line-item expenses received prior to 12/9/2022. All ayes, motion carried.

Reviewed public budget to date and had discussion of end of year budget.

### **Old Business:**

- Personnel Policy/handbook:

Still waiting for a meeting from Sue; difficulty scheduling with town budget meetings and director search

- 2023 final budget:

The 2023 Town of Three Lakes municipal budget was approved on 11/15 with the library budget included as previously presented. Erica still needs to finalize the formatting of the 2023 budget and will have that along with 2023 revenue for the board to approve at the December meeting.

- Director search committee - update:

The Director Search Committee met on 11/8 and 11/17 to discuss the current situation. They developed a proposal which will be presented in whole for consideration and voting during the closed session.

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

Kathleen Olkowski will accept the nomination to fill the vacant position on the Oneida County Library Board.

### **New Business:**

- Review/approve financial policy:

Motion by Patty, seconded by Dan, to approve the financial policy as presented. One aye, five nays.  
Motion fails.

Motion by Jeff, seconded by Kathleen, to approve financial policy as presented with an amendment to include the additional wording to B.2. "If the balance of the operational non-lapsing account should reach \$10,000, any additional unused operating funds will be applied as revenue to offset tax levy for the upcoming fiscal year's operating budget." All ayes, motion carried.

Request by Dianna to revisit in 2023 when the budget process begins to see how the procedure begins.

- Board members with expiring terms (Steve Garbowicz, Dan McKissack):

Steve Garbowicz has submitted his letter of non-renewal for library board after December 31, 2022. Dan is willing to continue for another term.

- Motion to enter into closed session:

Jeff moved, seconded by Dan, to enter into closed session per section 19.85(1)(c) of Wisconsin state statutes for purposes of considering employment, promotion, compensation or performance evaluation data of library staff. (Topic: set 2023 wages; schedules and compensation for specific employees during director transition.)

Roll call: Ann: aye, Dianna: aye, Kathleen, aye, Patty: aye, Jeff: aye, Dan: aye

- Return to open session:

Motion by Jeff, seconded by Kathleen, to return to open session. Roll call vote: Ann: aye, Dianna: aye, Kathleen: aye, Patty: aye, Jeff: aye, Dan: aye.

Motion by Ann, seconded by Jeff, to approve the recommendation of the search committee regarding the acting director and staffing during the director transition. All ayes, motion carried.

Motion by Dianna, seconded by Dan, to approve the salary scale as presented with the 2023 projected budget. All ayes, motion carried.

Note that the approved 2023 salary scale is considered baseline/status quo but will be adjusted on a temporary basis as needed during the director transition as approved by the library board.

#### **Future agenda items:**

#### **Comments from citizens:**

**Next Meeting: Regular meeting December 20, 2022, 4:30 pm in the lower level of the library and/or via video/teleconference.**

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

Respectfully submitted: Erica Brewster, director