

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

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Kathleen Olkowski, Jeff Boehm, Patty Wallesverd(virtually)

Absent: Steve Garbowicz, Dan McKissack

Other Attendees: Erica Brewster, April Hansen

Ann Asbeck called the meeting to order at 4:41 p.m.

**Agenda:**

Motion by Dianna, seconded by Patty, to approve the agenda in any order and amending agenda to 2023 Oneida County Library Board contract. All ayes, motion carried.

**Approval of Minutes:**

Motion by Kathleen, seconded by Dianna, to approve the minutes of the November 22, 2022, regular meeting as corrected. All ayes, motion carried.

**Correspondence:**

**Committee Reports:**

Three Lakes Public Library Foundation: Working on scheduling a meeting in January. January 16<sup>th</sup> or 19<sup>th</sup> TBD

Oneida County Library Board: The OCLB has not met since November. Meeting planned for February 9<sup>th</sup>.

**Director's Report:**

- Director's Report:

April is shadowing Erica on Director's duties. Candice is taking on book ordering. Post office was down with internet issues, and we were able to lend them a hot spot.

- Building and Maintenance Report:

Library board received the estimate for insulating the duct work in the IT room from Bauer Spray Foam Insulation, Inc. The board was agreeable with the estimate and indicated that the work should be done. No motion needed as payment for this bill will come out of the operating budget.

**Budget Review:**

Motion by Jeff, seconded by Patty, to approve vouchers 126-137 for November-December 2022 for payment from the town account. All ayes, motion carried.

Motion by Patty, 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 \$619.00 for a book scanner from the used book sale account. 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 only change was made to health insurance by Sue for the insurance line item.

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

- Director search committee - update:

Ann sat down with staff and informed them of the board's decision and had a discussion about ideas and communication going forward.

### **New Business:**

- Discuss/approve: 2022 Oneida County Library Board contract

Motion by Kathleen, seconded by Dianna, to approve the 2023 Oneida County Library Board contract as presented. All ayes, motion carried.

- Nominations to fill board vacancy

April has spoken to the Mahlerweins about serving on the library board. Will follow up this week to have them contact Ann.

- Banking-update signature cards/move account to local bank

Need to discuss moving bank accounts and updating signature cards at the banks before Erica leaves. The Demmer Library checking account is currently at Nicolet Bank, and three other accounts are at BMO Bank. The property maintenance account at BMO Bank is earning interest every month. Erica suggested we keep the property maintenance account with BMO. The accounts at BMO generally do not have many transactions. Erica recommended to move the special checking account at Nicolet Bank to Laona State Bank in Three Lakes. The library needs town approval to move the account as we use the town tax ID number. That will require new signature cards. Traditionally the library has had two staff members and two board members as signatories on the account. The library board will need to decide who they want on the account in the future. Discussion included wanting to support a local institution and to move our banking local, beginning with the special checking account.

Motion by Ann, seconded by Jeff for considering what we are going to do with banking in the future with input from the town. All ayes, motion carried.

### **Future agenda items:**

### **Comments from citizens:**

**Next Meeting: Regular meeting January 17, 2023, 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 Kathleen. All ayes, motion carried. The meeting adjourned at 5:40 PM.

Respectfully submitted: Erica Brewster, director; April Hansen, recording secretary