

Unapproved Minutes January 17, 2023
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Kathleen Olkowski, Jeff Boehm, Rich Mahlerwein, Dan McKissack

Absent: Patty Wallesverd

Other Attendees: Erica Brewster, April Hansen

Ann Asbeck called the meeting to order at 4:30 p.m.

Agenda:

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

Approval of Minutes:

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

Correspondence: US Bank Wealth Management from the Demmer Trust sheet

Committee Reports:

Three Lakes Public Library Foundation: Met with the DLB yesterday. Going to set a meeting soon to set policies and recommendations.

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

Director's Report:

- **Director's Report:** Kathleen asked about JEDI program. Erica explained that she was asked to represent the library community in Justice, Equity, Diversity and Inclusion in the Northwoods. Kathleen asked about program numbers and donations. Ann reported on the StoryHour 4K program. The program is going well and the school district will be making their increase contribution toward StoryHour. Coffee and Kids will no longer be meeting after February to reconsider its purpose and format
- **Building and Maintenance Report:** Ann questioned about additional landscaping plan and if it was part of the original plan. Erica confirmed that the foundation approved \$50,000 and donor dollars gave about \$9,000 for a plan that included this additional landscaping.

Budget Review:

- Motion by Dianna, seconded by Kathleen, to approve vouchers 1-13 for December-January 2022/2023 for payment from the town account. Jeff asked about Brian Schubring payment. Clarified that it was for the tablet supports. All ayes, motion carried.
- Motion by Dan, seconded by Kathleen, to approve payment of bills from the special account. Kathleen asked about the Sugar Camp deposit that they are still paying for StoryHour. Erica advises that maybe not decreasing the Sugar Camp income. All ayes, motion carried.
- Review of Former Friends account.
- Review of Money Market Account

- Motion by Kathleen, seconded by Dianna to approve the Fine and Copier Quarterly report. All ayes, motion carried.
- Reviewed January 2023 budget sheet
- Reviewed 2022 end of year budget

Old Business:

- Personnel Policy/handbook:
Still waiting to schedule a meeting with Sue. Jeff Boehm stated that the Library Board may have its own handbook without approval from the town.
- Director search committee/library leadership transition planning:
April is serving as acting director; she has indicated that she would prefer to go back to her programming position. May want to consider setting a maximum fee to spend on advertising for job postings. Suggestion by Kathleen to put job posting on the door of the library. Ann mentioned wanting to talk to the school district about posting for the director position.
- Banking:
Motion by Dianna, seconded by Jeff to approve the moving of the Special Donation Checking Account from Nicolet Bank to Laona State Bank in Three Lakes. All Ayes, motion carried.

A decision needs to be made on who will be on the signature cards. Traditionally the president, and the treasurer and two library staff members. Motion by Dan, seconded by Kathleen to have signature cards signed by Ann, Kathleen, and April. All ayes, motion carried.

New Business:

- 2023 Library trustee appointments:
Library Board of Trustees Appointments sheet need be corrected with Kathleen and Dianna phone number changes. Also fix 2022 to 2023.
- Election of board officers for 2023
Motion by Dianna, seconded by Rich to keep current officers another year. All ayes, motion carried.
- Review/approve the 2023 holiday closed hours:

Closure Days—Staff to take 8 hours for Christmas EVE and 4 Hours for New Years EVE somewhere that week.

- Motion by Rich, seconded by Dianna to approve the proposed holiday closures as presented. All ayes, motion carried.
- Consideration of recommendations from joint Library Foundation and Demmer Trustee meeting:
There needs to be a clear policy process statement about what happens when a proposal for a major project comes before the library director, before the board and possibly before the Library Foundation. This will be on the next board meeting agenda. Dianna is willing to be part of an ad hoc committee to come up with a policy for projects going forward.
 - Review/approve additional landscaping plan:
Motion by Dianna, seconded by Rich, to forward this design to the foundation for funding. Jeff asked about drainage from the roof. The drainage will need to connect to the French drain. Dianna will ask for more clarification at the next meeting. Ann would like clarification of cost and raised the questions if we would want to consider waiting for the total cost. All ayes, motion carried.

- 2023 Candidate forum: Historically the library board has sponsored this. Last year it was held at the school. The election is April 4th. Wednesday, March 29th is a proposed date. Dianna has offered to do refreshments. The school was a good location for last year's forum. Dianna to check the school calendar for that date. Ann will find out who all the candidates are and gauge participation interest. Moving ahead informally.
- Review/approve additional security cameras:
Motion by Jeff, seconded by Rich to approve quote number 19890 which is the estimate for \$4,379.00 which was recommended by Erica. All ayes, motion carried.

Future agenda items: Dianna asked if Mari Lynn and Beth should come and present for the storybook garden. Agreement from the board to invite them to a future meeting.

Comments from citizens:

Next Meeting: Regular meeting February 21, 2023, 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 Dianna. All ayes, motion carried. The meeting adjourned at 6:06 PM.

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