

Unapproved Minutes February 21, 2023
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Kathleen Olkowski (online), Jeff Boehm, Rich Mahlerwein, Dan McKissack (online), Patty Wallesverd (online)

Absent:

Other Attendees: April Hansen, Vanessa Beyer

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

Agenda:

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

Approval of Minutes:

Motion by Dianna, seconded by Dan, to approve the minutes of the January 16, 2023, special meeting as presented. Jeff & Patty abstains. All ayes, motion carried. Two typos found. Invite and own. Motion by Kathleen, seconded by Dan to approve minutes of January 17, 2023, as amended. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: The TLPLF did have a meeting that generated funds for the Transition Celebration.

Oneida County Library Board: Dianna, April, and Kathleen attended the Feb. 9th meeting. Kris Adams Wendt gave a report about the Library Legislative Day in Madison. Most libraries have completed their annual report. Directors share program ideas.

Director's Report:

- Director's Report: April reported that April, Peter, Josh, Erica and Tom A., went through the building manual. New bank account with Laona State Bank has been opened. Annual report is finished.
- Building and Maintenance Report: Duct work in IT is done. Flickering light replacement ordered. Josh will be called when the part arrives. Systems Technology installed three cameras and suggested an upgrade to the server. April will send an email to ST and find out about why we need an upgrade so soon and cost. Tack wall discussed. Patty updated about the Demmer plaque.

Budget Review:

- Motion by Dianna, seconded by Jeff, to approve vouchers 1016-1031 for January-February 2023 for payment from the town account. Question by Kathleen about dates of checks and debits. April will check and make sure she is inputting dates correctly. Question as to which account to use for Roger Bauer spray foam invoice. Currently in operational budget. Discussion. Dianna made a motion to approve the public voucher list, removing the \$600.00 Bauer invoice to be taken instead from the Demmer Property Maintenance account. The new amount from public funds will be \$2,312.05. Seconded by Rich. All ayes, motion carried.
- Motion by Jeff, seconded by Patty, to approve payment of bills from the special account. Kathleen asked about pass through income. April will amend the financial manual so that pass through income checks are deposited immediately. All ayes, motion carried.

- Reviewed January 2023 budget sheet-request for future changes to sheet to include percentage spent on each category and percentage of the year on the top of the sheet.

Old Business:

- Personnel Policy/handbook: The employee handbook was approved at the last town meeting. A change to the acknowledgement of receipt page previously approved by the library board, had not been changed because Sue was unaware of our change. Ann will discuss this with Sue to see what further action might be required by the Town Board. Jeff moves to approve the handbook as presented. Seconded by Rich. all ayes. Motion carried
- Director search committee/library leadership transition planning: Ann plans to meet with the search committee to discuss process moving forward. No new applicants.
- Banking: Motion by Patty, seconded by Dan for April to added to the BMO accounts. All ayes, Motion carried.
- 2023 Candidate forum: Ann put out feelers to determine candidate interest in the candidate forum. Only two people have responded. Suggestion to do a meet and greet at the library in the evening. Discussion. For this year only. Wednesday March 29th from 5pm-7pm. Rich asks about security for participants. Ann will inquire.
- Procedure for requesting funds from Library Foundation-update: Still in the information gathering stage. Ann, Dianna, and Nancy Kimla will meet to draft a procedure.
- Discuss status of Storybook Garden proposal on library grounds: Recap of the original motion of the proposal of the permanent Storybook Garden. Purpose of that motion was to approve the concept and allow an inquiry about possibility of funding from the Library Foundation. When it went to the foundation, Beth and Mari Lyn provided a detailed plan and budget. The foundation wanted to know if the board approved this plan. Discussion. Possibly add to next month's agenda for Mari Lyn and Beth to come do a presentation.

New Business:

- Review/approve 2022 annual report: Motion by Patty to approve 2022 annual report as presented seconded by Dianna, all ayes, motion carried.
- Review/approve 2022 annual report statement of system effectiveness: Motion by Rich to approve the 2022 annual report statement of system effectiveness, seconded by Patty. All ayes, motion carried.
- Open House/Transition Celebration (Feb 13,2023)-debrief

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: Joined by Vanessa Beyer a Three Lakes citizen and library patron requesting the library to go fine free for children's materials. The board agrees to put this issue on next month's agenda.

Next Meeting: Regular meeting to be determined with consideration TLSL Spring Break.

There being no further business, Rich moved to adjourn, seconded by Jeff . All ayes, motion carried. The meeting adjourned at 6:24 PM.

Respectfully submitted: April Hansen, Acting Director/recording secretary