

Unapproved Minutes March 28, 2023
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Absent: Rich Mahlerwein

Other Attendees: April Hansen, Mari Lyn Garbowicz, Beth Jacobson

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

Agenda:

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

Approval of Minutes:

Motion by Patty, seconded by Kathleen, to approve the minutes of the February 21, 2023, meeting as presented. All ayes, motion carried.

Correspondence: None.

Committee Reports:

Three Lakes Public Library Foundation: The TLPLF did not have an in person meeting. They have had email approval of Celebration Garden monies and the Young Author Festival.

Oneida County Library Board: Have not met.

Director's Report:

- Director's Report: April reported that her name and Peter's name have been added to accounts. Logo project started. Report on Study Room 2 to become a resource room. followed by discussion about the purpose of this use and need for it. Jeff will contact Chief Lea to talk about protocols in case of emergencies.
- Building and Maintenance Report: Light could not be fixed on Thursday due to part not being correct. Correct part has been ordered and Josh will schedule the electrician once the part arrives. No date given for a service call from Systems Technologies.

Budget Review:

- Motion by Patty, seconded by Dianna, to approve vouchers for February-March 2023 for payment from the town account. Discussion. All ayes, motion carried.
- Motion by Dan, seconded by Jeff, to approve payment of bills from the regular special account. All ayes, motion carried.
- Motion by Jeff, seconded by Patty to approve payment of bills from the Laona Bank Account special account. All ayes, motion carried.
- Motion made by Patty to pay for cameras from the nonlapsing account. Seconded by Dianna. All ayes. Motion carried.
- Reviewed March 2023 budget sheet

Old Business:

- Personnel Policy/handbook: Handbook is done and has been approved by both the Library Board and the Town Board of Supervisors.
- Director search committee/library leadership transition planning:
A candidate will be talked about in closed session.
- 2023 Candidate forum: Plans are set for forum.
- Procedure for requesting funds from Library Foundation-update: Ann walked through the Procedure for Projects Seeking Library Foundation Funding. Jeff clarified that the board could deny a project. Outside of the staff mini grant form, a form will be made for outside entities. Motion by Patty, seconded by Dianna to approve the process as presented. Discussion. All ayes, motion carried.
- Discuss status of current proposals on library grounds Two proposals previously received conceptual approval: Storybook gardens and museum area landscaping. Discussion. Board decision to request more details and itemized for specifics; in order for projects to advance to STAGE TWO –DETAILED PLAN consideration for approval.
- Discuss whether to revisit September decision regarding policy change for fines for overdue materials: Motion by Patty, seconded by Kathleen to revisit the fine policy at a future time. Four nays, two ayes. Motion did not pass.
- Consider request for additional funding to complete the Celebration Garden Project: The foundation took care of a request that was believed to have been part of the original fund request for the Celebration Garden. Due to lack of a procedure, the funding was approved without Library Board approval.

New Business:

- Acquisition of an AED either by purchase or donation: Recommendation to gather more information. Discussion. Dianna makes a motion to accept a donation from Erica P to receive an AED with gratitude and with training to follow for staff. Patty seconds. Discussion. All ayes, motion carried.
- Adjourn to executive session pursuant to Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider staffing levels, individual staff contract(s), hiring of staff and or resignation/retirement of staff: Motion by Patty, second by Dan. Roll call vote: Ann- aye, Dianna – aye, Patty-aye, Kathleen-aye, Dan-aye
- Motion by Patty, seconded by Dianna to reconvene in open session to act on any matter(s) that was/were discussed in closed session that requires Board action. Roll call vote: Ann- aye, Dianna – aye, Patty-aye, Kathleen-aye, Dan-aye
- Motion by Ann, seconded by Dianna to accept Peter Kotarba as Demmer Library Director starting on April 17, 2023, with the compensation offered and accepted by the candidate. All ayes, motion carried.
- Motion by Patty, seconded by Dan to have Peter be added to the banking accounts that need him on them. All ayes motion carried.
- Motion by Patty, second by Kathleen to keep April on the Acting Director salary through the month of April and add one week of vacation for 2023. All ayes, motion carried.

Future agenda items: Storybook Gardens; further clarify procedure for projects seeking Library Foundation Funding

Comments from citizens: Mari Lyn Garbowicz. Beth Jacobson. Public comment about the Storybook Gardens and understanding between the organizers and the Library Board.

Next Meeting: Regular meeting April 18, 2023, 4:30 pm in the lower level of the library and/or via video/teleconference

There being no further business Patty moved to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 6:14 PM.

Respectfully submitted: April Hansen, Acting Director/recording secretary