

Approved Minutes April 18, 2023
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz (arrived at 4:45), Kathleen Olkowski, Jeff Boehm (left at 5:20), Dan McKissack, Patty Wallesverd, Rich Mahlerwein

Absent:

Other Attendees: April Hansen, Linnea Ebann, Peter Kotarba

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

Agenda:

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

Approval of Minutes:

Motion by Rich, seconded by Patty to approve the amended minutes of the March 28, 2023. Discussion. Minutes further amended. All ayes, motion carried.

Correspondence: None.

Committee Reports:

Three Lakes Public Library Foundation: Have not met.

Oneida County Library Board: Have not met.

Director's Report:

- Director's Report: Most discussion of the Directors report was about ice dams causing water damage from the leaking roof.
- Building and Maintenance Report: Insurance adjuster will be here Thursday at 10:00 am. Ann summarized the Roof Building report. Discussion.

Budget Review:

- Motion by Patty, seconded by Dianna, to approve vouchers for March-April 2023 for payment from the town account. Discussion. All ayes, motion carried.
- Motion by Rich, seconded by Patty, to approve payment of bills from the Nicolet regular special account. All ayes, motion carried.
- Motion by Dan, seconded by Rich to approve payment of bills from the Laona Bank Account special account. All ayes, motion carried.
- Motion by Patty, seconded by Rich, to approve Quarterly Reports. All ayes, motion carried.
- Reviewed April 2023 budget sheet.

Old Business:

- 2023 Candidate forum debrief: Held. 5 out of 7 candidates came. Not a great flow but good interaction. This format let questions and discussions happen that wouldn't have been in the usual candidate forum.
- Procedure for requesting funds from Library Foundation-update: The Director and Board President are in process of making a form to reflect the flow charts. In a related matter, Nancy Kimla, Dianna and Ann

will discuss how “memorials” are currently dealt with by the Library Director and the Foundation Board in order to clarify the process and suggest possible changes. This may mean updating the brochure about memorials and gifts to the library. Jeff Boehm suggested adding a donation option specific to repaying the town debt for the library building

- Discuss status of current proposals on library grounds: Conceptual presentation of the Museum space landscaping. Concerns about the drainage and the French drain. Linnea to talk to Bill Hayes about French Drain. Peter/April will talk to Tom Asbeck. Foundation has said they will cover all maintenance costs for the Celebration Garden going forward. Linnea will come back to the board with the questions from the flow chart answered so that project may be considered for approval at the procedure second stage – Detailed plan approval.
- Consider request for additional funding to complete the Celebration Garden Project: Linnea presented on plans and funds. Discussion. Linnea stated that Lighting has a lifetime guarantee and servicing. Clarification on the amounts of money available.
- Acquisition of an AED either by purchase or donation: Ann sent a note to Chief Lea about where they will put the town AED. No answer yet. AED training and CPR training with Dilya St. Louis is the first step to AED purchase.

New Business:

- Update on ice issue/resolving recent damage; future prevention: Need a discussion about handling a situation with big expenditures.
- Review/approve Technical Services/Library Accounts Manager job description:
- Review/approve Technical Services/Library Accounts Manager job compensation:
- Review/approve Technical Services/Library Accounts Manager job posting: Motion by Patty, seconded by Dan, to approve Technical Services/Library Accounts Manager job posting, compensation, and job description.

Future agenda items:

Comments from citizens:

Next Meeting: Regular meeting May 16, 2023, 4:30 pm in the lower level of the library and/or via video/teleconference

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

Respectfully submitted: April Hansen, Acting Director/recording secretary