

Approved Minutes May 16, 2023
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Kathleen Olkowski, Jeff Boehm, Patty Wallesverd, Rich Mahlerwein

Absent: Dan McKissack

Other Attendees: Peter Kotarba

Ann Asbeck called the meeting to order at 4:32 p.m.

Agenda:

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

Approval of Minutes:

Motion by Kathleen, seconded by Rich to amend the minutes of April 18, 2023. Discussion

Motion by Rich, seconded by Dianna to approve the minutes of April 18, 2023, as corrected. 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: Request by Kathleen to add attendance numbers to next report. Suggestion by Ann to add job posting to main page of Demmer Webpage. Idea from Dianna to get library in news once a month. Discussion on generating interest among students in volunteering and working in the library.
- Building and Maintenance Report: Greenfire intends to repair damage caused by ice dams, when their schedule allows. Suggestion by Kathleen to establish a timeline with Greenfire for wall repair. Discussion of deep cleaning; dusting and window washing are needed. Better to wait until after the wall repair. Can look for quotes now.

Patty asked about the budget for Lawrence Demmer Plaque. Motion by Jeff to allow president to collaborate with Patty to approve the cost of the plaque. Second Rich. No Ayes. All Nay. Does not pass

Motion by Jeff to approve spending up to \$1,000 for the plaque of Lawrence Demmer, Seconded by Dianna. All ayes, motion carried.

Discussion on hiring Brian Shubring to install tack wall

Budget Review:

- Motion by Dianna, seconded by Rich, to approve vouchers for April-May 2023 for payment from the town account. Discussion. All ayes, motion carried.

- Motion by Kathleen, seconded by Rich, to approve payment of bills from the Nicolet regular special account. All ayes, motion carried.
- Motion by Rich, seconded by Kathleen to approve payment of bills from the Laona Bank Account special account. All ayes, motion carried.

Old Business:

- Update on current proposals for library grounds: Celebration Garden is in the completion phase. The museum space proposal needs more detail before being presented to the board. Storybook garden stage two received by director, director is working with Beth and Mary Lynn to revise the proposed design.
- Update on water damage and repairs: Covered in Building Report
- Report on evaluation of 4K Story Hour Pilot: Ann, Peter, and the children’s librarian, Candice, met with the Three Lakes School District superintendent for an end of year discussion on the pilot 4k story hour. The pilot was a great success from both the school and library’s perspective and will continue in the 2023-2024 school year. Some changes in scheduling will be made, and attendance numbers are expected to be lower next year.

New Business:

- Discussing on the handling of designated donations and memorial funds sent to the Demmer Library: Update by Ann on the handling of future donations and memorial funds. Funds with specific designations will be received by the library director to be put in the correct account. Then, the library director will decide the appropriate use of those funds. Undesignated funds will either go to the library’s donation/memorial account or be sent to the TLPLF, according to the library director’s judgement. A formal policy will be drafted by Ann and Dianna for future board approval.

Discussion on designations to be included on memorial/donation form, specifically library programming and payment towards Town debt on library building. Jeff will draft a statement informing donors of the debt owed by the Town of Three Lakes on the library building

Future agenda items:

Memorial and Donation policy update/revision

Update library’s financial policy

Comments from citizens:

Next Meeting: Regular meeting June 20, 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 Jeff. 5 aye, 1 nay motion carried. The meeting adjourned at 5:43 PM.

Respectfully submitted: Peter Kotarba, Library Director