

Approved Minutes June 20, 2023
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz (virtual), Kathleen Olkowski, Jeff Boehm (left at 5:20), Patty Wallesverd, Rich Mahlerwein,

Absent: Dan McKissack

Other Attendees: Peter Kotarba, April Hansen (virtual)

Ann Asbeck called the meeting to order at 4:33 p.m.

Agenda:

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

Approval of Minutes:

Motion by Patty, seconded by Rich to approve the minutes of May 16, 2023, as corrected. All ayes, motion carried.

Correspondence: None.

Committee Reports:

Three Lakes Public Library Foundation: Annual meeting took place in June. Regular meeting followed, in which the foundation discussed adding outdoor seating for the library. Two concrete picnic tables ordered.

Oneida County Library Board: Discussion on financial reporting of OCLB.

Director's Report:

- Director's Report: Presented report as included in monthly board packet, which included monthly statistics, new hire Katie Kirby as technical services librarian, plan to remove small fines from inactive patron accounts. Discussion of special accounts: closing BMO donation account, transferring funds to Laona State Bank; assessing CD rates for building and maintenance account, leaving funds at BMO.
- Building and Maintenance Report: No progress on Lawrence Demmer plaque. Motion by Patty to get a quote from Brian Schubring on tack wall, seconded by Rich. All ayes, motion carries.

Budget Review:

- Motion by Rich, seconded by Patty, to approve vouchers for May-June 2023 for payment from the town account. Discussion. All ayes, motion carried.
- Motion by Patty, seconded by Kathleen to approve payment of bills from the Laona Bank Account special account. All ayes, motion carried.
- 2023 Budget Review:
- 2024 Capital and Operating Budgets:
- Discussion of expectations for 2024 budget due July 12th: Discussion on scheduling the next board meeting at 4:00 on July 11th (in lieu of regular July 18 meeting), to accommodate the July 12th deadline. An invitation will be made to Clerk Harris to attend this meeting to explain 2024 budget. Discussion of revenue received by library and its inclusion in next budget. Update any changes for 2024 budget.

Old Business:

- Add Kathleen Olkowski as signer to Laona State Bank account: Motion by Rich to add Kathleen Olkowski as signer to Laona State Bank account, seconded by Ann. All ayes, motion carries.
- Review 4K Story Hour Agreement for 2023/2024: Update by Ann. Only change from previous year is omission of the “pilot” characterization. Sugar Camp elementary school will not receive an invoice from the Demmer Library for this service, as long as their story hour remains open to the public and the Three Lakes School District continues its decision to pay this on behalf of the Town of Sugar Camp.

New Business:

- Library Financial Policy Update/Revision (Private Donation Section): Discussion of draft Donation Policy. New policy will inform creation of new donation procedure and intends to clarify the role of the Library Director in handling donations and memorials. Patty moves to accept policy as amended, seconded by Rich. All ayes, motion carries

Discussion on Procedure for Accepting and Managing Private Donations for Demmer Library. Suggestion by Patty and Rich to turn procedure to step-by-step format to be presented at August Board meeting. Kathleen recommends creating an internal procedure for staff to follow, and that can inform donors of how gifts are handled.

Discussion on brochure and donation form. Suggestion by Jeff to mirror content between brochure and form. Clarification by Ann that a donor selecting the designation to Town of Three Lakes payment for the town’s library building loan would require the donor to make the donation at the town office. Discussion on Town’s obligation and library’s obligation for payment of loan. Recommendation to keep town loan designation in donation brochure and form, and work with Town of Three Lakes to publish this info on town publications.

- Memorial and Donation in Materials Collection Policy Update/Revision: no revision made
- Potential Time Change to Accommodate for Town Board Meeting Time Change: Town board meetings are now at 5:30 pm. Discussion on moving Library Board of Trustees meeting to an earlier time. Discussion on moving day of week for board meeting. Motion by Kathleen to move Library Board of Trustees meeting to 4:00pm each third Tuesday of the month, seconded by Patty. All ayes, motion carried.
- Discuss Updated Agreement with Three Lakes Historical Society Regarding Liaison Position: Board approves agreement. Some duties of liaison removed from 2023.

Future agenda items:

Comments from citizens:

Next Meeting: Special meeting on July 11, 2023 (in lieu of Regular meeting July 18, 2023), 4:00 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 6:28 PM.

Respectfully submitted: Peter Kotarba, Library Director