

Approved Minutes July 11, 2023  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz (virtual), Jeff Boehm, Patty Wallesverd, Rich Mahlerwein

Absent: Kathleen Olkowski, Dan McKissack

Other Attendees: Peter Kotarba, Sue Harris (Town Clerk)

Ann Asbeck called the meeting to order at 4:03 p.m.

**Agenda:**

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

**Approval of Minutes:**

Motion by Patty, seconded by Jeff to approve the minutes of June 20, 2023, as corrected. All ayes, motion carried.

**Correspondence:** None.

**Committee Reports:**

Three Lakes Public Library Foundation: Tables and benches are on their way. The first payment was not received by the vendor, check was cancelled, and new check was issued. Museum and historical society will work with Linnea to propose a landscape design that incorporates both buildings.

Oneida County Library Board: Did not meet.

**Director's Report:**

- Director's Report: Summary of programming and library events
- Building and Maintenance Report:

Dianna: Concrete on west side of building will be looked at next week.

Patty: Update on Lawrence Demmer plaque which will be ordered with foundation funds. Down payment needed to begin the order. A request to the TLPLF will be made.

**Budget Review:**

- Motion by Patty, seconded by Jeff, to approve vouchers for June-July 2023 for payment from the town account. Discussion. All ayes, motion carried.
- Motion by Patty, seconded by Rich to approve payment of bills from the Laona Bank Account special account. All ayes, motion carried.
- 2023 Budget Review:
- Presentation of 2024 proposed operation budget:

Sue Harris as directed by the Town Chairman: All budgets throughout the Town are asked to provide a 0% budget from 2023 operational budgets. Additional expense requests can be taken from non-lapsing or through additional revenue sources. The bottom line of \$278,605.11 must be maintained. Suggestion to use designated special accounts for specific budget lines to supplement operational budget. Reassess

designation of special accounts. Utilities are difficult to estimate from past expenses due to COVID and change in building.

Peter Kotarba: Presentation of proposed 2024 budget, with a breakdown of each item line.

Rich: Question of computer maintenance and computer supply line difference

Ann: If maintenance line is left blank, there can be no payment back to town for services of public works. A discussion should be had as to the role of the public works department in problems

Jeff: Public works supervisor doesn't have time for maintenance outside of routine.

Patty moves to accept 0% town increase for the 2024 budget at \$278,605.11, with the intention of drawing \$5,090.00 for materials from non-lapsing accounts to bring the 2024 budget to \$283,695.11, seconded by Rich.

#### **Old Business:**

- Update on Building and Maintenance account (Demmer Trust Account): From the account, \$30,000 moved into a 13 month CD at 5.1%.

#### **New Business:**

- Approve current accounts report to be sent to Town Board. Sue Harris explained that the accounts report is used for the Town audit. Discussion of each account.  
Rich moves to approve quarterly accounts report and quarterly fines and copier report, seconded by Patty. All ayes, motion carried.
- Approve holiday pay for full-time employees: Patty moves to waive 6 month probation period on holiday pay, seconded by Rich. All ayes, motion carried.

#### **Future agenda items:**

**Invite Linnea to present progress of celebration garden**

**Explore alternative options for accepting financial donations (e-commerce)**

#### **Comments from citizens:**

**Next Meeting: Regular meeting on August 15, 2023, 4:00 pm in the lower level of the library and/or via video/teleconference**

There being no further business Patty moved to adjourn, seconded by Jeff. All ayes, motion carried. The meeting adjourned at 5:25 PM.

Respectfully submitted: Peter Kotarba, Library Director