

Approved Minutes October, 17 2023  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

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

Absent:

Other Attendees: Peter Kotarba

Ann Asbeck called the meeting to order at 4:00 p.m.

**Agenda:**

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

**Approval of Minutes:**

Motion by Dianna, seconded by Rich to approve the minutes of September 19, 2023, as corrected. All ayes, motion carried.

**Correspondence:** None.

**Committee Reports:**

Three Lakes Public Library Foundation: Will meet October 24<sup>th</sup>. Dianna invited Jeff to the meeting to describe the upcoming purchase of generators by the town for the Town Office and Fire Station.

Oneida County Library Board: Report on October 11th Administration Committee meeting.

**Director's Report:**

- Director's Report: Highlighted new and upcoming programs, as well as staff training/development and Rob-See-Co grant award.
- Building and Maintenance Report: Reported on Javenkowski memorial tables and updates on tasks throughout the building.

**Budget Review:**

- Motion by Patty, seconded by Rich, to approve vouchers for September/October 2023 for payment from the town account. Discussion. All ayes, motion carried.
- Motion by Rich seconded by Jeff to approve payment of bills from the Laona Bank Account special account. All ayes, motion carried.
- 2023 Budget Review: No discussion.
- Third quarter account report and town report: Motion by Patty, seconded by Rich, to approve third quarter account report. All ayes, motion carried.
- Motion to accept quarterly fines and copies: Motion by Rich, seconded by Patty. All ayes, motion carried.

**Old Business:**

- Discuss process for the formation of the Strategic Plan committee: Board members should provide recommendations of individuals within the community who might serve on the committee. Names will be given to the library director.

- Confirm change in management of Celebration Garden project: The library director is now managing memorial donations and orders.
- Review stage 2 proposal of museum space landscaping project: Ann moved not to approve second stage proposal as presented, seconded by Kathleen. Discussion: Ann notes that budget constraints expected in the future make the expense of the proposal worth careful consideration, and the project as described does not clearly serve the mission and needs of the library well. The initial need for additional outdoor seating is not clearly met with the proposal. Additionally, electric is not a reasonable investment for the type of service available to patrons. Dianna mentions that an updated estimate for electrical work is needed before stage 2 proposal can be considered. Kathleen suggests the proposal is not ready for presentation to the board and may come back to the board when the library director determines all necessary information is provided. Jeff suggests tabling proposal with a definitive direction. Ann states that funding must be updated. Patty mentions that the historical museum does not have funding to support project funding, but the Museum and Library have a close, mutually beneficial relationship. Jeff suggests financial resources should stay with the library. Kathleen suggests adding a “cost/estimate” section, with a “funding source” section. All ayes, motion carried.
- Preview Library Board self-evaluation: For the next meeting, board members should fill out evaluation form. The form was created using DPI’s trustees’ essentials as a guide.

**New Business:**

- Review update to the library’s Financial Policy: Motion by Patty, seconded by Dianna, to approve update to library’s Financial Policy. All ayes, motion carried.
- Evaluate change in 2024 insurance premiums: Motion by Rich, seconded by Kathleen to approve update to library’s 2024 Budget, accounting for increased insurance premiums. All ayes, motion carried.

**Future items:**

**Comments from citizens:** Ann will not renew her term (expiring in December 2023) as board member. In December, the board will also determine who will serve as board president

**Next Meeting: Regular meeting on November 21, 2023, 4:00 pm in the lower level of the library and/or via video/teleconference**

There being no further business Jeff moved to adjourn, seconded by Rich. All ayes, motion carried. The meeting adjourned at 5:15 PM.

Respectfully submitted: Peter Kotarba, Director