

Approved Minutes November 21, 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

Absent: Dan McKissak

Other Attendees: Peter Kotarba

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

Agenda:

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

Approval of Minutes:

Motion by Patty, seconded by Kathleen to approve the regular meeting minutes of October 17, 2023, as corrected. All ayes, motion carried.

Motion by Kathleen, seconded by Rich to approve the special meeting minutes of November 9, 2023, 2023, as corrected. All ayes, motion carried.

Correspondence: None.

Committee Reports:

Three Lakes Public Library Foundation: Dianna reports the TLPLF met October 24th and November 14th and will be sending a donation request postcard in December to previous donors.

Patty moves to accept mini-grant requests for increased programming funds (\$1,400) and Wall Street Journal Subscription (\$430) to be submitted to the TLPLF for funding, seconded by Rich. Jeff suggests offering opportunities for patrons participating in library programs to donate to the library. Peter can look into a method for tracking the cost of individual programs. All ayes, motion carried.

Oneida County Library Board: Dianna and Kathleen reported on November 16th board meeting.

Director's Report:

- Director's Report: Discussion.
- Building and Maintenance Report: Discussion. Ann notes that several donation drop bins are currently in the library and that the public notices policy is being used as the criteria for acceptance of donation bins.

Budget Review:

- Motion by Jeff, seconded by Patty, to approve vouchers for October/November 2023 for payment from the town account. Discussion. All ayes, motion carried.
- Motion by Rich seconded by Kathleen to approve payment of bills from the Laona Bank Account special account. Discussion. All ayes, motion carried.
- 2023 Budget Review: Kathleen notes that adult audiobooks are underbudget. Peter explains that some audiobook funds are being used for other library material purchases, and that audiobook patron needs are still being met.

Old Business:

- Discuss process for the formation of the Strategic Plan committee: Ann asks board members to contact interested individuals and to direct them to Peter. Discussion.
- Update on electrical work for Celebration Garden: New estimates provided. Ann questions need for receptacles. Jeff asks about the expected increase in electrical costs. Kathleen suggests including timers for lighting. Dianna asks that Peter seeks clarification for what is included in the estimate and for the cost of the timer.

New Business:

- Approve application for Credit/Debit Card for Laona State Bank account in Library Director's name: Jeff moves to approve Peter Kotarba to have a credit card for Laona State Bank Account, seconded by Patty . All ayes, motion carried.
- Approve and sign Oneida County Library Board contract: Motion by Jeff to approve and sign Oneida County Library board contract for the amount of \$50,508 to be utilized as designated by the county, seconded by Rich. Discussion. All Ayes, motion carried.
- Conduct Library Board Self-Evaluation: Ann describes the value of a self-evaluation and facilitates. Self-Evaluation will continue at the next board meeting.
- Discuss upcoming board vacancy: Kathleen suggests posting notice at library entrance; Patty suggests posting on Town board. Jeff suggests informing the Town office of the vacancy.

Future items:

Comments from citizens:

Next Meeting: Regular meeting on December 19, 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 Kathleen. All ayes, motion carried. The meeting adjourned at 5:20 PM.

Respectfully submitted: Peter Kotarba, Director