

Approved Minutes December 19, 2023
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

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

Remote: Dianna Blicharz

Other Attendees: Peter Kotarba, April Hansen

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

Agenda:

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

Approval of Minutes:

Motion by Patty, seconded by Jeff to approve the regular meeting minutes of November 21, 2023, as corrected. All ayes, motion carried.

Motion by Patty, seconded by Kathleen to approve the special meeting minutes of December 14, 2023, as corrected. All ayes, motion carried.

Correspondence: None.

Committee Reports:

Three Lakes Public Library Foundation: Did not meet.

Oneida County Library Board: Did not meet.

Director's Report:

- Director's Report: Discussion.
- Building and Maintenance Report: Discussion. Jeff will check with Josh on downspouts.

Budget Review:

- Motion by Patty, seconded by Rich, to approve vouchers for November/December 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. Discussion. All ayes, motion carried.
- 2023 Budget Review: Discussion.

Old Business:

- Continuing Library Board Self-Evaluation: Ann suggests making this an ongoing discussion. No work done on the self-evaluation at this meeting
- Decision on upcoming board vacancy: Discussion of all three candidates. Each candidate presented a strong letter of interest and would make an excellent addition to the library board. Jeff moves to recommend the appointment of Karen Meyer to the Library Board of Trustees, seconded by Kathleen.

All ayes, motion carries. Jeff recommends reaching out to other applicants to express the library board's desire for them to be involved in the library and potentially serve on the library board in the future. Decisions regarding Library Board officers will wait until January meeting. Dan, Library Board Vice President, will run the January meeting.

- Progress on Strategic Planning Committee: Ann suggests delaying the formation of the committee until after the director search is complete. No further work done at this meeting.

New Business:

- Planning for Candidate Forum: Kathleen moves to proceed with planning of candidate forum for the spring 2024 elections, seconded by Rich, all ayes, motion carried.
- Discussion and decisions regarding director transition planning: Ann outlined what must be done for a smooth transition. The Acting Director position has been posted and there is currently one applicant. Patty moves to hire Jill Roth as Acting Director at \$20/hour with 25 hours/week, starting as soon as possible, seconded by Rich, discussion, all ayes, motion carries.
- Ann reminds board of the responsibilities of the past director search committee. Rich, Dianna, and Kathleen volunteer to be on the director search committee. Rich moves to form director search committee, naming himself, Dianna, and Kathleen as members and granting them the authority to move forward with necessary tasks as given to the previous search committee, seconded by Jeff, all ayes, motion carries. Jeff suggests making local educators aware of Director posting.
- Adjustments to bank account authorizations: Kathleen moves to remove Ann Asbeck from Laona State Bank and BMO Bank accounts associated with the Edward U. Demmer Memorial Library on January 1, 2023 and to remove Peter Kotarba from Laona State Bank and BMO Bank accounts associated with the Edward U. Demmer Memorial Library on January 8, 2023, seconded by Jeff, all ayes, motion carried.

Rich moves to add Dan McKissak to Laona State Bank and BMO Bank accounts associated with the Edward U. Demmer Memorial Library and to add Jill Roth, pending acceptance of acting director position, to Laona State Bank and BMO Bank accounts associated with the Edward U. Demmer Memorial Library, seconded by Patty, all ayes, motion carried. **Jeff departs for town meeting**

- Discuss additional responsibilities of Demmer Staff: Ann reminds the Board of the janitorial duties staff continues to pick up and asks for thoughts on ways to show appreciation and provide compensation. Patty suggests making any purchases locally. Rich moves to give end of year gift cards of \$200 for each of the six staff members to come from operating budget, seconded by Patty, all ayes (absent-Jeff), motion carried.

Future items:

Comments from citizens: April thanks Library Board for acknowledgement of extra duties of staff and requests for staff input on director search.

Next Meeting: Regular meeting on January 16, 2024, 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 5:55 PM.

Respectfully submitted: Peter Kotarba, Director