

**Agenda**  
**Edward U. Demmer Memorial Library Board of Trustees**  
**Tuesday, February 20, 2024, 4:00 p.m.**  
**Maple Room and Via Video/Teleconference**

This meeting will be held in person and via video/teleconference. Interaction and dialogue during the meeting, from the time it is called to order until public comments, will be limited to only that of the library board, library director, and/or those called upon by the meeting chair to participate. Instructions for joining the meeting are posted below.

- Call to Order
- Approval of the Agenda
- Approval of minutes
  - January 16, 2024, Regular Meeting
  - January 24, 2024, Special Meeting
- Correspondence
- Committee Reports
  - Three Lakes Public Library Foundation
  - Oneida County Library Board
- Director's Report
  - Director's Report Statistics
  - Building maintenance report
- Budget Review
  - Payment of bills – public funds
  - Payment of bills – donation accounts
  - 2024 budget review
- Old Business
  - Continuing Library Board Self-Evaluation – Previously tabled
  - Progress on Strategic Planning Committee – Previously tabled
  - Planning for Candidate forum
    - i. Discuss candidates, specifically judges
  - Update on bank account authorizations – status of signers
- New Business
  - Review and approve the 2023 Public Library Annual Report
  - Review and approve the Statement Concerning Public Library System Effectiveness
  - Review the process for special projects
  - Review the logo/marketing package MOU
  - Discuss/Approve getting Jill a debit card for the Laona Bank account
- Comments from citizens

**To join the meeting:**

To join from a computer:

<https://us06web.zoom.us/j/89118780893?pwd=xCYMGb5fKPkC3bkAK8fGemxb2dHWXn.1>

To join from a phone:

+13052241968,,89118780893#,,,,\*501152#

Next Meeting: March 19, 2024, 4:00 p.m., library lower level and/or via virtual attendance

Any person planning to attend this meeting who has difficulty managing stairs or who needs some type of special accommodations in order to participate should notify the Demmer Library at 715/546-3391.

Unapproved Minutes January 16, 2024  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Jeff Boehm (left at 5:20), Patty Wallesverd, Rich Mahlerwein, Dan McKissak, Dianna Blicharz, Kathleen Olkowski (arrived at 4:04), and Karen Meyer

Other Attendees: Jill Roth, April Hansen

Dan McKissack called the meeting to order at 4:00 p.m.

**Agenda:**

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

**Approval of Minutes:**

**Kathleen arrives.** Motion by Jeff, seconded by Rich to approve the regular meeting minutes of December 19, 2023, in amended fashion as discussed. Discussion on being more specific in meeting minutes including trustee attendance for votes, order in which things were discussed, and more specificity in agenda items. All ayes, motion carried.

**Correspondence:** None.

**Committee Reports:**

**Celebration Garden update:** Wants updated celebration garden brochure to include installation information. Director needs to have brochure updated. Power/electricity \$6,248 left for celebration garden expenditures and electrical estimates come up to 7K. Both MK and Schneider Electric are included. Linnea wants to get electrical scheduled for spring. No motion needed for the south side of the building – electrical was already approved. Motion by Patty, seconded by Kathleen, to approve the museum side (west side) landscaping project to send to the Library Foundation Board (Library Foundation says they will not deny anything the library has requested and the Library Board approves). Town will not be responsible for maintenance. All ayes, motion carried.

**Three Lakes Public Library Foundation:** Did not meet. Will meet in February.

**Oneida County Library Board:** Did not meet. Will meet in February. In search of president (let Dianna know if interested in being part of WVLS board or OCLB).

**Director's Report:**

- **Director's Report:** Discussion. Kathleen noted BTOC attendance should be 9.
- **Building and Maintenance Report:** Discussion. Kathleen motion to order one year of Zoom with exact funding to be determined later, seconded Rich.

**Budget Review:**

- Motion by Patty, seconded by Jeff, to approve vouchers for December/January 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 Special Account. Discussion. Newspaper purchases discussed (Does the subscriptions come with digital versions, are they being used, are there ways of streamlining the newspaper purchases, etc.) All ayes, motion carried.

- 2023 Budget Review: Discussion. Library Director to review WVLS courier charges.
- 2024 Budget Review: Discussion. April to review mini grants from foundation.
- 4<sup>th</sup> Quarter Accounts Report & Town Report: Discussion. Patty motion to approve quarterly, Rich second, all ayes, motion carries.

#### **Old Business:**

- Continuing Library Board Self-Evaluation: Tabling until February. Discussion on where we left off. Only the first question was completed. Jill to work on the policy binder compilation.
- Progress on Strategic Planning Committee: Table the marketing package until February.
- Planning for Candidate Forum: Jeff liked the laid-back meet and greet style of last year. He appreciated the interaction with folks on a personal level. More advertising would help get more people involved. Board Wants to include district Judge candidates. Dianna is willing to do refreshments. **Jeff Left at 5:20.** Event to be Held Wednesday April 3, 2024, 5-7pm. Dianna to determine the school board candidates. Publicity to include being on radio stations, paper, social media, etc.
- Update on bank account authorizations: Both BMO and Laona need to be visited by both Dan and Jill.

#### **New Business:**

- 2024 Library Trustee Appointments: Discussion.
- Election of board officers for 2024: Motion by Patty, seconded by Rich to approve to appoint Dan as Interim President. Discussion. All Ayes, motion carried (absent Jeff).
- Review/approve 2024 holiday closed days: Motion by Patty, seconded by Karen to approve closures. Discussion. All Ayes (absent Jeff), motion carried.
- Updates on Library Director search process and discussion on candidates: Discussion. Rich, Dianna, and Karen (instead of Kathleen) will join the interview beginning the 18<sup>th</sup> at 3:30. Jill to provide a zoom link.
- Summary of the Exit Interview with outgoing director: Discussion. Salary was the biggest factor in departure. Loved learning opportunity, great staff. Challenging/frustrating items: budget. FANTASTIC team, good backup plan. Trustees were helpful. Town/Sue was helpful. Mentorship is a must and mentors from outside our network were particularly valuable. Policies need improvement: 6 months probation needs to be waived, go fine free, request only phone numbers for folks who forget their card (currently library staff verify phone/address if no card present). Work he felt was needed: non-inclusive mural in children's section (April mentioned the folks visiting mural). Maybe look at doing something additional to the mural in the Children's section. Overall, Demmer was a great place to start for libraries, especially for folks without a Masters in Library Science.

**Future items:** Self Evaluation items, Marketing Package/MOU discussion, Review the process for Special Projects, Review Newspaper policy/options

**Comments from citizens:** Rich: Suggested once a year, include a practice day for interviewing (possibly in the teen section). Dianna recommended working with the business teacher. **Rich left at 5:53.**

**Next Meeting:** Regular meeting on February 20, 2024, 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 Dan. All ayes (absent Jeff and Rich), motion carried. The meeting adjourned at 5:56 PM.

Unapproved Minutes January 24, 2024  
Edward U. Demmer Memorial Library  
Library Board of Trustees Special Meeting

Trustee Attendance: Dianna Blicharz (online), Kathleen Olkowski (online), Jeff Boehm, Dan McKissack, Rich Mahlerwein, Karen Meyer

Absent: Patty Wallesverd

Other Attendees: April Hansen

Dan McKissack called the meeting to order at 3:46 p.m.

**Agenda:**

Amended motion by Rich, seconded by Karen, to approve the agenda. All ayes, motion carried.

**Move in to Closed Session:**

Adjourn to executive session pursuant to Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider staffing levels, individual staff contract(s), hiring of staff and or resignation/retirement of staff. The Library Director or any other Library Employee WILL NOT be participating in the closed session portion of the meeting: Motion by Dan, second by Jeff. Roll call vote: Karen-aye, Dianna – aye, Kathleen-aye, Dan-aye, Rich-aye, Jeff-aye (Patty Absent)

**Move in to Open Session:**

Motion by Karen, seconded by Rich to reconvene in open session to act on any matter(s) that was/were discussed in closed session that requires Board action. Roll call vote: - Karen-aye, Dianna – aye, Kathleen-aye, Dan-aye, Rich-aye, Jeff-aye

- Motion by Rich, seconded by Jeff to move forward with what was discussed in the closed session about the Director. All ayes, motion carried.

**Comments from citizens**

**Next Meeting: Regular meeting February 20, 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 Karen. All ayes, motion carried. The meeting adjourned at 4:20 PM.

Respectfully submitted: April Hansen, Acting Director/recording secretary

## Library Board of Trustees - Director's Report

February 20th, 2024

### ADMINISTRATION:

- Bank account signers need to stop at the bank to officially sign the paperwork. Jill and April have already signed at the bank.
- Newspapers still need to be purchased with the debit card daily until better delivery options can be arranged.
  - o USA Today is late on average 9 days (8 excluding holiday outliers)
  - o MJS is unable to ship; escalated within the organization
  - o WSJ is late on average 3 days

### STAFF

- Katie is signed up for a Making a Collection Count: Collection Management Basics class.
- Jill is taking Organization and Management of Collections class.
- April attended V-CAT and reviewed the standards for patron registration forms.
- Quarterly check-in meetings were generated for staff to touch base on needs and goals.

### Community Collaboration

- Cervical Cancer Screening was a collaboration between the library and Oneida County Health Department
- Bird programming series partnering with Northwoods Wildlife Center and Natural resources subcommittee
- Volunteer fair with the school and Forward Three Lakes Leadership team
- April recorded a short video in collaboration with the Genealogy society for their large scale presentation set for February 26<sup>th</sup>.

### PROGRAMS AND OUTREACH:

January:

- **Children:** Lego Club **16**, Pokémon Club **2**, Story Hour **91**, 4K Story Hour **70**
- **YA:** D&D **12**, SlimeTime **19**, Awesomeness Training **2**
- **Adult:** Writers' Group **6**, TLGS **17**, Crafternoon **6**, BTOC **11**, Scrabble Open Hours **3**, Cervical Cancer Program **2**
- **General Interest:** Feeder Birds Program **13**

February:

- Children: Lego Club, Pokémon Club, Harry Potter Club Story Hour, 4K Story Hour
- YA: D&D, Teen Library Council
- Adult: Writers' Group, TLGS, Crafternoon, BTOC
- General Interest: Backyard Bird Count, Scrabble Open Hours

Respectfully submitted,

Jill Roth – Director

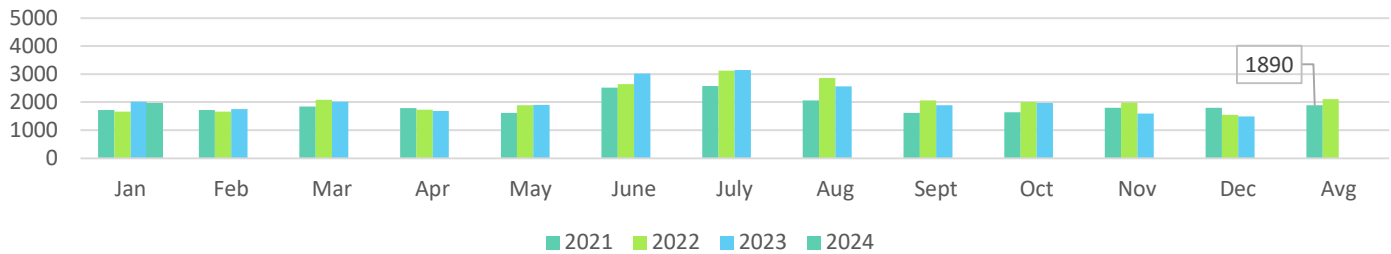
# Library Board of Trustees - Director's Report

February 20th, 2024

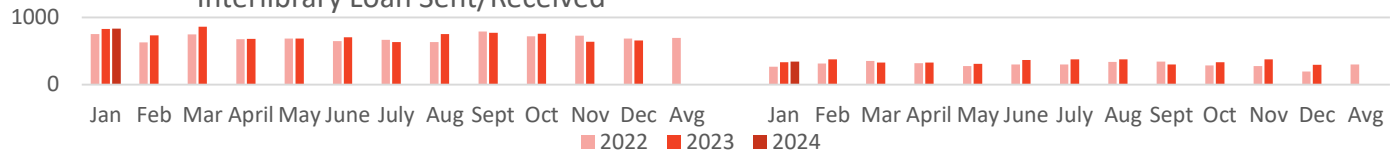
## Monthly and YTD Statistics

	Jan 2024	YTD 2024	Jan 2023	YTD 2023	Jan 2022	YTD 2022
<b>Circulation</b>	1947	1947	2020	23,531	1,665	25,441
<b>Interlibrary loan sent</b>	829/47	829/47	799/26	8,462/341	721/30	7,959/226
<b>Interlibrary loan received</b>	342	342	329	4,084	266	3543

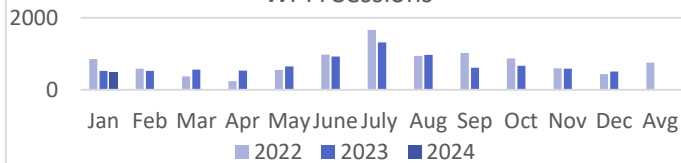
Monthly Circulation



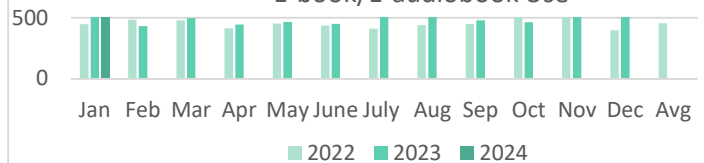
Interlibrary Loan Sent/Received



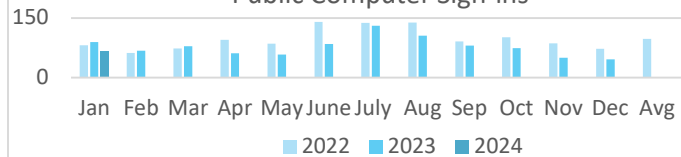
Wi-Fi Sessions



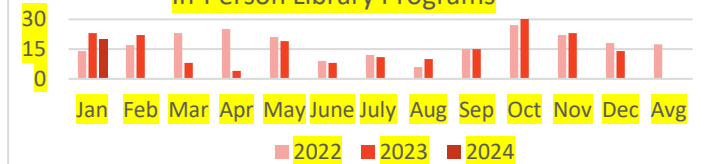
E-book/E-audiobook Use



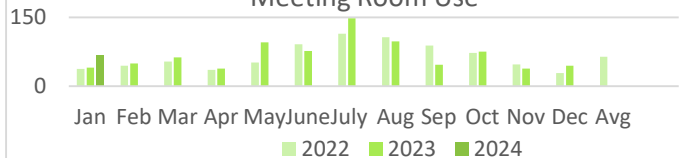
Public Computer Sign-ins



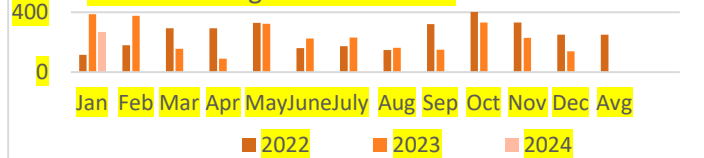
In-Person Library Programs



Meeting Room Use



In-Person Program Attendance

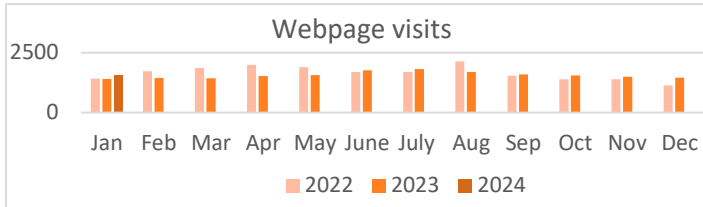


## Library Board of Trustees - Director's Report

February 20th, 2024

	March	June	October	December	Total 2024	Total 2023	Total 2022
<b>Library Visits</b>						14,807	13,793
<b>Reference Transactions</b>						1,976	3,211
<b>Program Attendance</b>	Ave/week: programs	Ave/week: programs	Ave/week : programs	Ave/week: programs	Ave/week: programs	Ave/week:54 5 programs	Avg/wk:65 6 programs

### Library Usage - Survey 2024



#### Donations received:

- Anne M Lindeke **\$200**
- Town of Sugar Camp **\$1000**
- Toni & Paul Grotenhuis **\$200**

#### Memorials:

-

#### Publicity of note:

## **Library Board of Trustees – Building and Maintenance Report**

**February 20, 2024**

### **BUILDING:**

- Tack wall has been (mostly) fixed!

### **SYSTEMS:**

- Zoom is the new conference software
- TEACH technical migration is complete
- Children's area camera is not recording times with movement, only times the lights go on and off. We have reached out to the camera rep for assistance.
- Some public printers would occasionally not charge for printing services. This issue was caught, recreated, and corrected for the future.

### **INTERIOR:**

- Microfilm machine was cleaned
- Children's drawing contest to become additional mural space in children's section.

### **EXTERIOR:**

- Funding for electrical on museum side (west side) was approved by the Library Foundation.

### **MAINTENANCE AND OTHER CONCERNS/PROJECTS:**

- ☐ Replace failing concrete on west entrance
- ☐ Lawrence Demmer plaque for vestibule
- ☐ Replace downspouts (spring time)