

Approved 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.
- 2024 Budget Review: Discussion. April to review mini grants from foundation. Library Director to review WVLS courier charges.
- 4th 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. 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 18th 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.

Respectfully submitted: Jill Roth, Acting Director