

Approved Minutes February 20, 2024
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Jeff Boehm, Patty Wallesverd, Rich Mahlerwein, Dan McKissack, Dianna Blicharz, Kathleen Olkowski (virtual), and Karen Meyer (virtual)

Other Attendees: Jill Roth, April Hansen

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

Agenda:

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

Approval of Minutes:

Regular Meeting: Discussion on striking Dianna's school board candidates and moving 2023 courier charges to 2024. Motion by Rich, seconded by Dianna to approve the regular meeting minutes of January 16, 2024 as amended. All ayes, motion carried.

Special Closed Session Meeting: Discussion on whether the minutes should contain more specificity for public. Strike next/regular meeting information. Motion by Rich, seconded by Karen to approve the special meeting minutes of January 24, 2024. All ayes, Patty abstains due to her absence from the meeting.

Correspondence: None.

Committee Reports:

Three Lakes Public Library Foundation: Met in February. Approved the 30K in museum side landscaping. Additionally gave funds for mini grants for programming and Wall Street Journal. Discusses funding and fundraisers, raised a little over 2K in post card campaign.

Oneida County Library Board: Did not meet. Lost one of the board members. Dianna reaching out to Rhinelander library to see if they have a memory garden to honor him and if not, maybe we can honor him in our garden. The article in the paper didn't mention his Oneida county library board service. Still looking for a president. Please consider joining the board.

Director's Report:

- Director's Report: Discussion. Kathleen will need to touch base when back in April to check in with Justin at BMO to get all the signers arranged. Library program with VA on what kind of benefits are available. Once a year possibly.
- Building and Maintenance Report: Discussion. Coordinate the concrete needs and drainage items with Linnea for electrical

Budget Review:

- Motion by Patty, seconded by Rich, pay bills for January/February 2024 for payment from the town account. Discussion on fine free, board still wants to include fines. All ayes, motion carried.
- Motion by Rich seconded by Patty to approve payment of bills from the Laona Bank Special Account. Discussion. All ayes, motion carried.

- 2024 Budget Review: Discussion. Call the phone company about bill to see if they can cut us a break.

Old Business:

- Continuing Library Board Self-Evaluation: Tabled in January. Discussion on where we left off. Find self-evaluation forms to re-send out, Kathleen wants to get it done with. Tabling til next month but then hit it hard. Motion Jeff to table the continuing library board, Dianna seconded, all ayes motion carried.
- Progress on Strategic Planning Committee: Tabled in January. Tabled because needed a director. If anyone is interested in being on, provide me names. The previous plan has expired. Erica/Dominic spearheaded last time, TBD on strategic planning point person. Is there a free framework we can use? WVLS may have some framework and/or facilitator to use. Wants to finish the self eval next month and then we can address strategic plan. Rich motion, Patty seconded, all ayes, motion carried
- Planning for Candidate Forum: *please see amended notes at bottom* “Fireside Chats/Meet and Greet” to be Held Wednesday April 3, 2024, 5-7pm. School board and judicial candidates to be included. Dianna can’t be at the event, will be happy to help with refreshments but can’t attend. Karen will be back. Sarah Stieve might be available to help since there is no Bridget Bakes. The point person to contact candidates will be Dan, town offices have the candidate emails. School board, town board, and district judge candidates. Publicity can reuse the poster and put it out in March Newsletter and on the website. Press releases want to run the last two weeks of March and the first of April. How to run for public office program wants to be here in Sept/Oct and its important to make sure the person is well informed. April 16th is the annual meeting at the town (people can make motions for town to consider).
- Update on bank account authorizations: Dan, Jill, and April signed, Kathleen will need to swing by to sign when she is back.

New Business:

- Review and approve the 2023 Public Library Annual Report: Motion by Patty, seconded by Rich, to need to update the threelakesSD.k12.; all ayes motion carried
- Review and approve the Statement Concerning Public Library System Effectiveness: Motion by Rich, seconded by Patty, all ayes, motion carried
- Review the process for special projects; under \$500 is just stage one, mini grants can be requested by anyone (not just staff), but will require staff approval; submitted ... as mini-grant. Devise a standard sheet to be able to go to the Foundation for approval. Could be anything. Go through the form and create a blank space for one question at a time. Creating a stage 2 standard document would be helpful. Potentially use a google form that could be linked to the website.

Jeff leaves for town board meeting at 5:21

- Review the logo/marketing package MOU: Discussion: Contractor followed up multiple times and wants to know if he should pursue the rest of the package. Do Dan or Rich want to try? Kathleen wants to start over, contractor is no longer local, Dan volunteered to work on some options, wants to revisit over the next month with staff only. We can revisit the logo info next month. Motion to table this until next month by Rich, seconded by Dianna. All ayes (absent Jeff), motion carried.
- Discuss/Approve getting Jill a debit card for the Laona Bank account in addition to the debit card April holds. Motion by Rich, seconded by Patty, to approve Jill getting a debit card. All ayes (absent Jeff), motion carried.

Future items: Strategic plan printed for review; employee handbook had been made more generic for the town and the trustees have the option to waive what they feel is necessary; next month include the building report as a top bullet instead of sub bullets.

Comments from citizens:

Next Meeting: Regular meeting on March 19, 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 (absent Jeff), motion carried. The meeting adjourned at 5:33 PM.

Reconvene 5:34 motion by Rich, second Patty, reschedule the candidate forum. Hold on March 20th from 5-7pm.

Motion to end meeting by Patty, second Dianna 5:38, all ayes (absent Jeff), motion carried

Respectfully submitted: Jill Roth, Director