

Approved Minutes September 17, 2024  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Patty Wallesverd, Dan McKissack, Dianna Blicharz (arrived 4:06pm), Kathleen Olkowski, Karen Meyer, Jeff Boehm (arrived 4:05pm left at 5:22pm), Rich Mahlerwein

Other Attendees: Jill Roth, April Hansen

Dan McKissack called the meeting to order at 4:00pm

**Agenda:**

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

**Approval of Minutes:**

Motion by Karen seconded by Kathleen to approve the regular meeting minutes of August 20, 2024, as presented. Kathleen questioned about bids for the drainage system on the Veteran's Memorial Project. Is the project halted? Jill clarified it is just the first step. They are still fund raising, but the memorial has enough funds to start the project. All ayes, motion carried.

**Correspondence:** A couple of nice letters from the public to share.

**Committee Reports:**

Three Lakes Public Library Foundation: Have not formally met. Approved some mini grants for staff.

Oneida County Library Board: Will not meet again until November

**Director's Report:**

Discussion: Jill met with the other directors in the county. The directors want to bring as many people as possible to the budget hearing to show they have support. No schedule as of yet. Jeff wonders if a letter of support would be helpful. Jeff offers to meet with Jill to put something together.

Unfortunately, our custodian resigned for health reasons. Position is posted and will be posted more prevalently on social media later this week. Jeff suggests that we take the wage and divide it among current staff to take on the cleaning tasks. Concern that this would fall on just the circulation desk and opening people. Town office has outsourced their custodian, and found it cost effective. Suggestion of looking into sharing the town cleaning person.

New circulation clerk has been hired. She has accepted the position. Two weeks of training and then will take over Carolyn's shift. The library is very excited to have her aboard!

Kathleen asks about changes to hold policy. The previous policy was to check out books on hold directly to patron and put them on vestibule shelf. Staff has seen an increase in people not getting the notification that they had a book checked out to them. Procedure was also made during COVID. Patrons were getting fines for items they didn't know about. So, we chose to put the items on the hold shelf behind the desk for privacy as well. Transitioning with phone calls still made for another week. The vestibule shift also cuts down on staff time.

**Building and Maintenance Report:**

Discussion: Measured and checked door decals on exterior doors. Jill has priced them, and prices are reasonable at \$24. Historical Museum would need to purchase their own decals for the museum entrance door. Just an FYI.

Computers have been replaced.

Candice and Jill have been trying to think of ways to refresh the children's area on a budget. The goal is to foster engagement in the space. A reading fort to be installed and accessible. New stump stools to come soon. A couple mini grants are requested to develop a baby area in that space.

The fountain in the celebration garden has a leak in the bladder. Jill has shut it off for the season until the board can work out a system that keeps water secure and prevents leaks.

Concrete work has not been done. Dianna asked Jeff if he could reach out as a town official. Jeff said he could try to call Roy. Jeff is concerned it will break again. Dan asked to be kept posted on the situation.

Kathleen notes that the back walkway was not lit. Jill will look into the perimeter light timer issue.

Facade pulling away from building noted. Jill explained that she has notified Josh. Jeff notes he has brought up something like that a while ago involving the concrete and facade.

### **Budget Review:**

Public Accounts: Discussion. Motion by Patty, seconded by Rich, pay bills listed on the public funds voucher list. All ayes, motion carried.

Special Accounts: Motion by Rich, seconded by Karen to approve payment of the special account of bills from the Laona Bank Special Account. Discussion. All ayes, motion carried.

Former Friends: Karen motion to approve the funds of the former friends, Rich second. All ayes, motion carried.

2024 Budget Review: Discussion.

Mini Grant Request: First mini grant is for an infant area in the children's area. It will be easy to clean. Dianna motions to accept the mini grant to forward the request on to foundation, Patty second. All ayes. Motion carried.

Second mini grant is for Jill to attend the WLA conference. WLA is a significantly larger library conference she is very interested in attending at Green Bay November 3<sup>rd</sup>-6<sup>th</sup>. Lodging, and mileage come to just over \$1K. Rich makes a motion to second by Kathleen to forward the request to the foundation. All ayes, motion carried.

2025 Budget Motion: Same document as was looked at in July. Kathleen makes a motion to approve the 2025 budget as presented, Rich seconded. Dianna questions the Oneida County amount. They believe it should be increased. Rich motions: wording amended, pending our budget request for funding, that the library board will approve budget as presented for 2025. Patty seconds. All ayes. Motion carried.

### **Unfinished Business:**

Progress on Strategic Planning Committee: Dates have been penciled in: September 27, October 18, or October 25. Dominic Frandrup has been contacted to help with this round of Strategic Planning, plus four participants from the community. Patti said she would participate. Rich will start official thread. Rich has a link to Google Drive to drop things in. Thank you to Rich for taking it on.

### **New Business:**

**Friends of Library revival:** Karen talks about volunteer recruitment. Peggy Bennett has expressed interest. They are looking for board members. April mentioned the recruitment event will include a book sale, logo rollout, and other events. October will have a lot of events.

**Review Collection Development Policy Language:** Trustee training and other WVLS meetings have suggested language updates for collection policies. Jill has put the changes in red. One small change had been made to the ALA statements. Motion by Rich seconded by Kathleen to accept policy changes. Definition of a Demmer library patron: the home library should be in Three Lakes. Does that need to be defined? Kathleen clarified that the formal process for reconsideration would require the book to be in our collection and one of our patrons would challenge it. Rich requests some wording about "individually or in aggregate" be added in section 3. Jill asks if she should clarify in the policy what a Three Lakes patron is. It is agreed that since "home library" has a specified meaning within the library, that meaning would suffice and no further definition of the term is necessary. The director is expected to keep dates of book challenge reviews. Challenges have a paper and folder now, but a digital listing will be created. All challenges will be logged and wording will be added to the policy stating as much. The Library Board of Trustees can deny any request for a change to policy. Discussion on the legality of review of challenged material. The board still gets the final say of material challenge. Rich moves to amend his motion per discussion, seconded by Karen, all ayes. Motion to amend the original motion carried. Amended motion (as stated by Rich and seconded by Kathleen) to accept changes as presented and as discussed to the collection development policy, all ayes. Motion carried.

**Party Meeting Room Policy:** Staff has been getting party requests: kids' birthday parties, graduation parties., etc. Some libraries charge, some don't. Jill leaned on the side of not charging patrons for use of the room. It was necessary to block off summer months and patrons will be charged for the room if it is not properly cleaned to try and mitigate issues for staff. The board suggests requiring a deposit if there is damage. Further discussion resolves not to charge as deposits can incentivize leaving the room dirty and considering it a cleaning fee. The board suggests adding wording of excessive cleaning by staff will charge the patron. Suggestion of clean-up check list. Suggestion of signing an agreement. Rich makes a motion to accept the modified meeting room policy with the changes requested. Seconded by Patty. All ayes, motion passed. (Jeff left)

**Dan motions to move into closed session pursuant to Wisconsin Statutes 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Seconded by Rich, roll call vote. All ayes.**

- **Library staff compensation**

**Return to open session to act on any matter(s) that was/were discussed in closed session that requires board action.** Motion was made to approve items disclosed in closed session. Rich motion, Dianna seconded. All ayes, motion carried.

**Comments from public:**

**Future items:**

**Next Meeting: Regular meeting on October 15, 2024, 4:00 pm in the lower level of the library and/or via video/teleconference**

The meeting adjourned at 5:46 PM. Motion by Rich, Seconded by Dianna. All ayes. Meeting adjourned.

Respectfully submitted: Jill Roth, Director