

Approved Minutes October 15, 2024  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

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

Excused: Kathleen Olkowski

Other Attendees: Jill Roth

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

**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 Rich seconded by Patty to approve the amended regular meeting minutes of the September 17, 2024 meeting. Discussion with considerable grammatical edits. All ayes, motion carried.

**Correspondence:** A thank-you card from Carolyn was presented to the board. A thank-you card from the board to Kristin Zibell is passed around. A get-better-soon card is passed around for Ann Asbeck.

**Committee Reports:**

**Three Lakes Public Library Foundation:** TLPLF met on October 7<sup>th</sup> and welcomed Juanita Duchrow as a new board member and secretary. They approved the mini grant requests for the Baby obstacle course mats and Jill's WLA conference attendance in Green Bay. Nancy Kimla presented the financial report and mentioned the Celebration Garden is basically complete. The Board is still unsure about the policy for accepting memorials and donations and the procedure needs review. No big-ticket special projects to be used as a major fundraising item have been brought up at this time. October 25<sup>th</sup> will be the big anniversary party for the Demmer library complete with cookies and merchandise. TLPLF has requested a regular article/section for the Demmer in the newspaper. Including an article about the garden would be preferred. End of year giving cards will be placed around town and at the circulation desk to solicit donations by the end of the year. Jeff suggested the TLPLF investigate a matching campaign.

**Oneida County Library Board:** OCLB will not meet again until November 21<sup>st</sup> and Dianna will chair.

**Director's Report:**

Discussion: Jill revised the cash procedures based on the Trustee Training to make sure all cash had more handling visibility/verification. Jill started a new "starter pack" for new-hire employees with answers to basic questions. County funding came through and approved the extra request. The originally hired candidate couldn't secure child care so Jill hired a new candidate. Unfortunately, that candidate didn't work out and Jill let her go. The hiring process was reopened. The position is part-time and without benefits. Jill is working on getting quotes from Executive Clean and others for filling our custodian duties. Candice started a new Story Hour with Little Sunshine's once a month (less than an hour and without activities). April is collaborating with a homeschool parent to launch Teen Hosted Book Club. 4-H Robotics began meeting at the library. Book buying rates have gone back to their original budget rates for the rest of the year.

### **Building and Maintenance Report:**

Discussion: Routine fire suppression system maintenance occurred. The dehumidifier flooded the office again. A maintenance organization is set to provide some advice and new supplies were ordered to try to prevent it from happening again in the future. The website saw a brief security breach due to a plug-in being hacked. It was caught very quickly and resolved by WVLS. Karen inquired about cyber insurance. Jill would defer issues to WVLS as they handle the cyber security. A reading fort was added in the children's section. No one has been able to get a hold of the concrete individual. Jeff mentions crack suppression membranes as an avenue to explore. Jeff will reach out the company that makes it to assess if its an option.

### **Budget Review:**

Public Accounts: Discussion. The voucher report has the dates listed as 10/15-10/15. This is mostly because of the way items are entered from the town. Karen inquired about newspaper efficiency. There are no newspapers in the budget for next year. Motion by Patty, seconded by Karen, pay bills listed on the public funds voucher list. All ayes, motion carried.

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

2024 Budget Review: Discussion. Jeff brought up the phone bill being high. Jill tried calling Frontier to lower the bill and was informed instead the bill would be increasing. Several computers were out of warranty and were replaced but didn't appear to be budgeted for. Jill will reimburse the town on major overages out of the maintenance account for some of the maintenance overages where possible.

Quarterly Reports: Motion by Rich, seconded by Karen to approve the quarterly report. All ayes, motion carried.

Mini-Grant Proposal: Candice requested the opportunity to go to the WLA conference in Green Bay this year. With the large contingency of youth librarians and sessions, Jill brought it to the board as a mini-grant to be forwarded to the TLPLF. Patty motions to forward the request onto the foundation for funding, seconded by Dianna. All ayes, Motion carried.

### **Unfinished Business:**

Progress on Strategic Planning Committee: The meeting will occur on Friday morning. The Friends are willing to pay for refreshments for the meeting.

Friends of Library revival: 3 people have signed on to bring the friends back.

### **New Business:**

Trustee Essentials Chapter 3: Bylaws—Organizing the Board for Effective Action:

Discussion. Generally, the by-laws have been working well. Discussion regarding updating the clause "The library director shall be considered the executive officer and have sole responsibility for administration of the library under the direction and review of the board and is subject to the policies established by the board" to "The library director shall be considered the executive officer *of the library* and have sole responsibility for administration of the library under the direction and review of the board and is subject to the policies established by the board." By-law grammatical changes will be added to the November agenda.

### **Comments from public:**

Future items: Donation policy/procedure, update by-laws for minor revisions

**Next Meeting: Regular meeting on November 19, 2024, 4:00 pm in the lower level of the library and/or via video/teleconference**

The meeting adjourned at 5:16 PM. Motion by Rich, Seconded by Dianna. All ayes. Meeting Adjourned.

Respectfully submitted: Jill Roth, Director