

Approved Minutes November 19, 2024
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Patty Wallesverd, Dan McKissack (joined at 4:12pm), Dianna Blicharz, Karen Meyer, Jeff Boehm (left at 5:15pm), Rich Mahlerwein, Kathleen Olkowski

Other Attendees: Jill Roth, April Hansen

Rich Mahlerwein called the meeting to order at 4:01 p.m.

Agenda:

Motion by Karen, seconded by Jeff to approve the agenda. All ayes, motion carried.

Approval of Minutes:

Motion by Patty seconded by Karen to approve the regular meeting minutes of the October 15, 2024 meeting as presented. All ayes, motion carried.

Correspondence: Everyone is invited to the Town Christmas Party. RSVP to Kelly. The invitation letter was passed around.

Committee Reports:

Three Lakes Public Library Foundation: Approval of Candice's WLA registration. The foundation is putting out postcards looking for donations. The foundation is also looking for a flagship item to get fundraising behind. April and Jill bring up getting a computer for the Libratory that will be compatible with the FAB Lab. Dianna mentions Linnea Ebann working on landscaping for front of the building will be another large project for the foundation.

Oneida County Library Board: Meeting this week Thursday. County Budget did pass.

Director's Report:

Discussion: Cleaning quotes noted but lower in the agenda. The circulation desk position is now filled and doing quite well. The new hire works at the Eagle River library and many of her qualities easily transitioned. April is working on getting a weekly column of library events in the VCNR. Jill pointed out a highlight of Candice's "Not a Box" Story Hour. The program was well attended. Story Hour attendance is up with the addition of the daycare. The library is not getting paid by the daycare, but they do not continue in the summer and do not get an activity.

Building and Maintenance Report:

Discussion: Several different quotes for duct cleaning and carpet cleaning. Carpet cleaning is scheduled for January. A suggestion by Sixel Duct / Vent Cleaning & Sanitizing Services to add UV lights for killing bacteria. Jill suggests using the maintenance account to pay this bill. Jeff asked Jill thoughts on the lights. Jill approves of the idea but will not be disappointed if they are not installed. Kathleen asked about how duct cleaning came up as an issue. Jill found that every 5 years the ducts should be cleaned. Jeff mentioned monies being spent better on staff salary and investing in staff. Discussion of whether the lights would benefit employees' health. The question was asked can the lights be installed later. Efficiency and cost-wise it makes more sense to do both at the same time. Dianna makes a motion to accept the duct cleaning and UV light installation from Sixel Seconded by Patty. Discussion. All in favor-Ayes, motion carried.

Kathleen asked about Matt K. as a handy man. He is a patron and member of the Strategic Planning Committee that is willing to help with minor maintenance. Question brought up about Johnson House and where the garbage cans are temporarily placed. Discussion of trying to secure the trash cans from public dumping. Jeff mentioned the local police could be called if it's an issue and they handle it very well. Jeff also mentioned he investigated the concrete issue and doesn't want to alter the grade we have as that was engineered to meet code. It was looked at tonight and did not shift dramatically.

Budget Review:

Public Accounts: 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.

2024 Budget Review: Discussion. Kathleen asked Jill if she was concerned about the budget. Jill mentioned that we have been taking money from the AV budget line to pay for books. The current AV technologies are being replaced. Jill and staff are looking at different technologies that do not need players, which will help with literacy. Jill also mentioned looking for patrons to invest in starting this collection. The question was brought if DVD's still circulate. The answer is yes, a lot. For 2025 the AV budget will be less and the book budget higher.

Unfinished Business:

Progress on Strategic Planning Committee: The group met. The finished document is not complete. Jill and Dominic need to go over final notes for presentation. The goal of this meeting was to update the existing strategic plan. Question was raised: What would trigger a full update? For the size of our library, every 10 years or so through a full community survey.

Friends of Library revival: The Friends group has purchased sweatshirts as a fundraiser and will be selling them at the next book sale at Jingle Mingle. Friends isn't fully revived, but Karen and Jill plan to meet with Jacqui Sharpe about creating a 501c3. Friends purchased one sweatshirt for each member of the staff including Carolyn.

New Business:

Board of Trustee (re)Appointments: Dianna and Kathleen are up for reappointment. Both agree to stay on for a new term. Dianna asks Jill to make sure the school still recommends her appointment.

Custodian Budget: Jill solicited quotes from cleaning services. Executive cleaning came in too high for the budget. Victory cleaning came in closer to budget with only 1 cleaning a week (as opposed to our previous arrangement with a person who came in 3 days a week to keep up on vacuuming, bathrooms, garbage, etc.). Victory provides insurance, background checks, but can only come once a week. We did get two new applications for the custodian position. Jill had concerns about being back in this position in three months or so. Jill needs to know what the board wants to do. Discussion on if we should keep the custodial position in house or contract out with Victory. Jill says suggestion was made to use building funds but states that this is an operational cost. Staff are maintaining the bathrooms and cleaning as much as possible now. Patty recommends trying the new applicant as custodian. Ideally, the applicant would come in on Tuesday, Thursday and a longer big clean on Saturday or Sunday. A suggestion was made for applying for a mini grant from the foundation for Roombas. Patty looking into a commercial Roomba.

Library Board Self-Evaluation: Dan will put some information together for the next meeting. Item tabled until then.

Library Director Evaluation Process: In the past, the board did a form, put in their feedback that the director is doing, compiled the information and give the director their review. Dan will set that up and get that out to everyone. At the next meeting the board will go to closed session and they will compile Jill's information. Ann Asbeck suggested to Dan that the board should get feedback from staff about the director. April was asked her opinion about how staff would prefer to do that. April suggested forms that will allow staff to be anonymous. Jeff agreed that staff should have input.

Donation Procedure: Discussion how monies are being taken care of. Donations go into the special account. If Celebration Garden related, that goes through the Foundation (Jill talked with the foundation in the beginning of the year, that the foundation keeps garden monies so they can use it as a fundraiser. Otherwise, the library cannot make a profit on an item). April printed new gift, memorial, and donation forms. Mention of the Celebration Garden not being on the form. Jill had not seen this form as it was not on the document server. Dianna wants a piece in the form about providing funding for the celebration garden. Karen suggests just a celebration garden specific brochure. Kathleen asks about checks given with no designation. Those funds are undesignated and go to just the general special account. Because each item in the garden is so custom, when folks inquire about adding to the garden, the library gives people Linnea's card. Could we use similar wording to "Those wishing to contribute to the payment of the library loan may contact the Town of Three Lakes Office" for the celebration garden? Kathleen asked about procedure for outsiders wanting certain items for the library. Unsure. Dianna wants to remedy that we do not currently have an online giving opportunity. Dan suggests we put something on the website about reworking our online donations.

Update By-laws: Table to next month.

Comments from public:

Future items:

Next Meeting: Regular meeting on December 17, 2024, 4:00 pm in the lower level of the library and/or via video/teleconference

The meeting adjourned at 5:42 PM. Motion by Patty , Seconded by Karen. All ayes. Meeting Adjourned.

Respectfully submitted: Jill Roth, Director