

Minutes January 18, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm, Kathleen Olkowski (virtual), Patty Wallesverd

Absent: Steve Garbowicz, Dan McKissack

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:42 p.m.

Agenda:

Motion by Jeff, seconded by Dianna, to approve the amended agenda in any order. All ayes, motion carried.

Approval of Minutes: Motion by Patty, seconded by Kathleen, to approve the minutes of the December 21, 2021, regular meeting as corrected. All ayes, motion carried.

Correspondence: thank you note from Lori Gray

Committee Reports:

Three Lakes Public Library Foundation: has not met since the last library board meeting. Will be scheduling a meeting for reviewing the landscaping proposal. The TLPLF has also revised their investment strategy following the completion of the building project.

Oneida County Library Board: has not met since the last meeting.

Director's Report:

- **Director's Report:** Erica reported on activities since the last board meeting. Onboarding for the new technical services employee is going well and she is pleased with how the library team is gelling and taking ownership and responsibility for their work. She met with the two programming librarians (adult/young adult and children's) and technical services together in a group evaluation and planning session for 2022 and it was very well received. Erica has initiated discussion with town staff regarding making probationary employment status more straightforward and easily understood in the town employee handbook. The board asked Erica to invite the new technical services/accounting librarian to next meeting.
- **Building and Maintenance Report:** Erica presented the building maintenance report. The roof continues to perform well but there is still condensation saturating the insulation in the IT room. Greenfire was notified and said they are researching options. Since the packet was sent, Josh Paetow removed the trim and verified there is no mold in the Tamarack Room. Erica has a meeting with a solar installer set for this coming Thursday; discussion about understanding what criteria would need to be met for a successful solar installation followed.

Budget Review:

Motion by Jeff, seconded by Dianna, to approve vouchers 1 - 13 for January 2022 for payment from the town account. All ayes, motion carried.

Motion by Kathleen, seconded by Dianna, to approve payment of bills from the special accounts. All ayes, motion carried.

Motion by Patty, seconded by Jeff, to approve the 4th quarter 2021 fines and copies revenue deposit into the non-lapsing account. All ayes, motion carried.

Reviewed the 4th quarter special accounts report.

Reviewed the 2021 end-of-year budget report for the town account and the three donation accounts: maintenance account, special donation account, and former friends account.

Reviewed public budget expenditures to date.

Old Business:

- Library services during COVID-19:

Motion by Jeff, seconded by Dianna, to accept the pandemic response plan for January-February 2022.

- Trustees Essentials Chapter 4:

Moved to next meeting.

New Business:

- Election of board officers for 2022:

Motion by Dianna, seconded by Patty to nominate the current slate officers for another year: Ann Asbeck, President, Dan McKissack, Vice President, Kathleen Olkowski as Treasurer for 2022. All ayes, motion carried.

- Review/approve 2022 holiday closed days: Library holiday closure days 2022:

½ day: Friday, April 15 – Good Friday

Full day: Monday, May 30 - Memorial Day

Full day: Monday, July 4 – Fourth of July

Full day: Monday, September 5 – Labor Day

Full day: Thursday, November 24 – Thanksgiving Day

Full day: Saturday, December 24 – Christmas Eve Day, benefitted staff will flex holiday time during pay period

Full day: Sunday, December 25 – Christmas Day, already closed, benefitted staff will flex holiday time during pay period

½ day: Saturday, December 31 – New Year’s Eve Day, benefitted staff will flex holiday time during pay period

Full day: Sunday, January 1, 2023 – New Year’s Day, already closed, benefitted staff will flex holiday time during pay period

Motion by Kathleen, seconded by Jeff, to approve the closure days for 2022. All ayes, motion carried.

- 2022 Candidate forum:

There are four candidates for two seats on town board and three candidates for two seats for school board. Dianna suggested using the high school auditorium rather than the TLCFA for spacing or consider a virtual option. Discussed concerns over gathering in the pandemic and potential options. Ann will contact candidates to determine interest in participation and report back in February.

- Closed session:

Jeff moved, seconded by Patty, to enter into closed session per section 19.85(1)(c) of Wisconsin state statutes for purposes of considering employment, promotion, compensation or performance evaluation data of library staff. (Topic: employee performance review: library director.)

- Roll call: Ann: aye, Dianna: aye, Jeff, aye, Kathleen: aye, Patty: aye. Board entered into closed session at 5:58 PM. Jeff left closed session at 6:17 PM.
- Return to open session: Patty moved, Kathleen seconded, to return to open session. Ann: aye, Dianna: aye, Kathleen: aye, Patty: aye. All ayes, motion carried.
- Report on action in closed session: the board communicated their priorities for the director to focus on in 2022.

Future agenda items:

Comments from citizens:

Next Meeting: Regular meeting February 15, 2021, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Dianna moved to adjourn, seconded by Patty. All ayes, motion carried. The meeting adjourned at 7:07 PM.

Respectfully submitted: Erica Brewster, Director

Minutes February 15, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz (virtual), Jeff Boehm, Dan McKissack (virtual), Kathleen Olkowski (virtual), Patty Wallesverd

Absent: Steve Garbowicz

Other Attendees: Erica Brewster (director), April Lammert (guest), Sue Harris (guest)

Ann Asbeck called the meeting to order at 4:32 p.m.

Agenda:

Motion by Jeff, seconded by Kathleen, to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes: Motion by Kathleen, seconded by Dan, to approve the minutes of the January 18, 2022, regular meeting as presented. All ayes, motion carried.

Correspondence:

Letter from U.S. Bank requesting document of use of distribution of funds. Ann will respond that the distribution will be placed in capital savings towards future building maintenance projects.

Letters from Kira Bender, Erica Brewster, April Lammert, and Sarah Steinbacher regarding discussion of personnel policy and town handbook.

Committee Reports:

Three Lakes Public Library Foundation: has not met since the last library board meeting. Will meet on March 17 to discuss the landscaping proposal and other items.

Oneida County Library Board: has not met since the last meeting.

Director's Report:

- Director's Report: Erica reviewed the monthly board report and summarized her trip to Madison for Library Legislative Day.
- Building and Maintenance Report: Updated on status on roof. Still no additional icing on the south, west, or north sides of roof. There is some ice appearing in the gutters on the east side in the north and southeast valley corners. Jeff asked about inquiring with Superior Electric about heat tape outlet installation.

Budget Review:

Motion by Patty, seconded by Jeff, to approve vouchers 14-20 for January-February 2022 for payment from the town account. All ayes, motion carried.

Motion by Patty, seconded by Dan, to approve payment of bills from the special accounts. All ayes, motion carried.

Reviewed public budget expenditures to date. Kathleen noted that the year needs to be corrected/updated at bottom of budget sheet.

Old Business:

- Library services during COVID-19:

Motion by Patty, seconded by Kathleen, to accept the pandemic response plan for February-March 2022, continuing to require masking and reviewing at the next monthly meeting. All ayes, motion carried.

- 2022 Candidate Forum:

Reviewed the candidate forum inquiry response from candidates. Plan for in-person panel with live audience event at the Three Lakes School auditorium on Wednesday, March 30. Dianna secured a grant from the Wisconsin Alliance for Excellent Schools to receive \$150 for refreshments. League of Women Voters is willing to provide a moderator.

- Trustees Essentials Chapter 4:

Moved to next meeting.

New Business:

- Review/approve 2021 annual report:

Motion by Patty, seconded by Jeff to accept the 2021 annual report as with addition of description of library programs and submit to DPI. All ayes, motion carried.

- Review/approve 2021 annual report statement of effectiveness:

Motion by Kathleen, seconded by Dan, to accept the 2021 annual report statement of effectiveness to be inserted into the annual report and submitted to DPI. All ayes, motion carried.

- Review/discuss 2020 personnel policy library amendments:

Motion by Patty, seconded by Ann, to write a personnel handbook specific to the library. One aye, 4 nays. Motion failed.

Comments from Sue Harris: the library can administer its own policy, but it cannot have benefits that exceed that of other town employees. Ann requested documentation to that effect. Sue also suggested new employees meet with town benefits staff to clarify an individual's benefits and questions.

Motion by Kathleen, seconded by Jeff to look at both the addendum and the current town employee handbook to make revisions and clarifications as needed and return to boards for further discussion and approval. All ayes, motion carried.

Future agenda items:

Comments from citizens:

Next Meeting: Regular meeting March 15, 2021, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Patty moved to adjourn, seconded by Kathleen. All ayes, motion carried. The meeting adjourned at 6:41 PM.

Respectfully submitted: Erica Brewster, Director

Minutes March 15, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm, Kathleen Olkowski (virtual), Patty Wallesverd

Absent: Steve Garbowicz, Dan McKissack

Other Attendees: Erica Brewster (director), April Lammert (guest, virtual), Doug Stingle (guest, virtual)

Ann Asbeck called the meeting to order at 4:31 p.m.

Agenda:

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

Approval of Minutes: Motion by Patty, seconded by Dianna, to approve the minutes of the February 15, 2022, regular meeting as presented. All ayes, motion carried.

Correspondence:

Email from concerned citizen to the Board of Trustees requesting the board remove the mask mandate in the library in light of the reduced number of COVID cases.

Kathleen received contact from BMO bank manager asking if there is anything they can do to provide service to us regarding our accounts.

Committee Reports:

Three Lakes Public Library Foundation: has not met since the last library board meeting. Will meet on March 17 to discuss the landscaping proposal, Story Book Gardens, solar project.

Oneida County Library Board: will meet on Thursday, March 24.

Director's Report:

- Director's Report: Erica presented an infographic summary of the 2021 annual report approved at the February meeting. The board requested that this information be presented to the town board.
- Building and Maintenance Report: Updated the status of cracking sidewalks, saturated IT room duct, and new furnace issue encountered 3/15 (to be reported on the April report). Discussion of addressing the clay beneath the building and impacts on sidewalks during freeze/thaw cycle.

Budget Review:

Motion by Patty, seconded by Jeff, to approve vouchers 21-32 for February-March 2022 for payment from the town account. All ayes, motion carried.

Motion by Patty, seconded by Kathleen, to approve payment of bills from the special accounts. All ayes, motion carried.

Reviewed public budget expenditures to date. Kathleen asked Erica to double check the total under Equipment Contracts. Erica said she would double check and report back at the next meeting.

Canoe night mini-grant: Motion by Patty, seconded by Kathleen, to fund the canoe night program with funds from used book sale proceeds. All ayes, motion carried.

Old Business:

- Library services during COVID-19:

Motion by Jeff, seconded by Dianna, to end the requirement to wear masks, effective immediately, until is determined by the library board there is a need to revisit. All ayes, motion carried.

Noted that there is desire not to have any stigma associated with the choice to wear masks

- 2022 Candidate Forum:

Event will be held at the school auditorium and commons area on Wednesday, March 30. \$150 donation from Wisconsin Public Education Network and Wisconsin Alliance for Excellent Schools will cover refreshments; program will have 4 candidates for town board, 3 candidates for school board, and 3 candidates for county board seats. Reviewed the plan for the evening and remaining tasks.

- Personnel Policy and pay comparables:

Patty reorganized and reworked the handbook and next step would be to have a discussion with Sue.

- Trustees Essentials Chapter 4:

Moved to next meeting.

New Business:

- Solar project:

Presentation by Doug Stingle, Northwind Solar, of three options for installing a solar array at the Demmer Library. Discussion of next steps to proceed including meeting with town officials to identify viable options and to review options and funding status with library foundation.

- Review/approve – agreement to create Demmer branding package:

Motion by Dianna, seconded by Jeff, to support the branding project and pass the contract to the Foundation for financial support. All ayes, motion carried.

- Report on employee exit interviews:

Patty and Ann reported on exit interviews held with two employees who will be leaving at the end of the month. Both had very positive experiences working here. Both raised opportunities for offering benefits that could make the positions attractive long-term for new candidates

Future agenda items:

Comments from citizens:

Next Meeting: Regular meeting April 19, 2021, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Patty moved to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 7:03 PM.

Respectfully submitted: Erica Brewster, Director

Minutes April 19, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm, Steve Garbowicz, Dan McKissack, Kathleen Olkowski, Patty Wallesverd

Absent:

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 3:46 p.m.

Agenda:

Motion by Jeff, seconded by Dianna, to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes: Motion by Jeff, seconded by Patty, to approve the minutes of the March 15, 2022, regular meeting as presented. All ayes, motion carried.

Correspondence:

Erica also received contact from BMO bank manager asking if there is anything they can do to provide service to us regarding our accounts.

Committee Reports:

Three Lakes Public Library Foundation: reviewed the draft minutes from the March 17, 2022 meeting. Both the landscaping and solar project will be discussed on the library board agenda.

Oneida County Library Board: a routine meeting was held on Thursday, March 24.

Director's Report:

- **Director's Report:** Reviewed the director's report. Debriefed the candidate forum.
- **Building and Maintenance Report:** Reported on the status of the emergency lights and impacts of recent power outages on the electrical systems; possible investigation of building surge protection.

Budget Review:

Motion by Steve, seconded by Patty, to approve vouchers 33-46 for March-April 2022 for payment from the town account. All ayes, motion carried.

Motion by Kathleen, seconded by Steve, to approve payment of bills from the special accounts. All ayes, motion carried.

Reviewed public budget expenditures to date. Erica followed up on the request to review the totals in Equipment Contracts last month. She confirmed that two transactions for service on equipment – not standard equipment contracts - had been posted to that line that should have been placed in regular property maintenance. They were moved this month.

Motion by Steve, seconded by Dianna, to approve the transfer of the fines and copiers funds for the first quarter of 2022 to the town non-lapsing account.

Old Business:

- **Library services during COVID-19:**

Library services continue with little current impact from COVID.

- Personnel Policy and pay comparables:

Patty and Ann met with Sue Harris, town clerk, on 4/18, to review rewrites to the employee handbook and discuss revisions and opportunities for flexibilities specific to the library employees. Plan is to have a version for review and potential approval in June.

Motion by Steve, seconded by Patty, to approve the compensatory change proposals for the specific positions presented for the 2022 calendar year. All ayes, motion carried.

- Solar project:

Ann, Dianna, and Jeff Boehm met with Jeff Bruss to present the ground mount and roof mount options for a solar installation. Discussed process of approval for both: ground mount would require the plan commission and town board's approval to use the green space; roof mount would be a discussion of memorandum of understanding with the town regarding the maintenance of the roof.

Ann also spoke to the Northland Pines school district; they are very happy with the outcomes and pursuing additional ground mount solar projects and battery backups as they felt the ground mounts shedding snow and "it was a mistake" not to include battery backup in the original projects.

Motion by Patty, seconded by Dianna, to pursue construction of a ground mount solar project. All ayes, motion carried.

Steve recommended to request approval from the Plan Commission on potential library use for the space.

New Business:

- Landscaping project:

Mike Krueger, MK Landscape, Inc., presented the initial design for the landscaping plan for the "celebration garden" on the south side of the building. Timeline: installation mid-late summer, 3 week process. The installation will be relatively low-maintenance, no grass that requires mowing; would need a contract with MK Landscaping or another landscaper for yearly upkeep. Weeds would be controlled through mulch, hand-pulling, and targeted herbicide use if needed. First seasons would require some additional watering to establish the plants. Kathleen Olkowski will serve as the point person for the project for the library board.

- Staffing update:

Erica Pertile began as the new front desk clerk on 4/4/2022 and is learning quickly and fitting in well.

Future agenda items:

Comments from citizens:

Next Meeting: Regular meeting May 17, 2022, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Patty moved to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 5:30 PM.

Respectfully submitted: Erica Brewster, Director

Minutes May 17, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm (left at 4:50 PM), Steve Garbowicz, Dan McKissack (online), Kathleen Olkowski, Patty Wallesverd

Absent:

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:30 p.m.

Agenda:

Motion by Jeff, seconded by Dianna, to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes: Motion by Patty, seconded by Kathleen, to approve the minutes of the April 19, 2022, regular meeting as corrected. All ayes, motion carried.

Correspondence: none

Committee Reports:

Three Lakes Public Library Foundation: has not met since the last meeting.

Oneida County Library Board: has not met since the last meeting.

Director's Report:

- Director's Report: Reviewed the director's report. While there appears to be a marked drop-off in wi-fi connections for the library and they did find a problem with one of the access points, WVLS has also noted there might be some change in how connections are tracked that have affected numbers system-wide. Thank you to Patty Wallesverd for doing the annual presentation to the Women's Club.
- Building and Maintenance Report: Kathleen pointed out the wrong date on the report – should read May 17, 2022. Reviewed status of various items. Discussed the opportunity for a memorial policy so future donations of items can be followed up with a process for determining plaques and other recognition.

Budget Review:

Motion by Kathleen, seconded by Patty, to approve vouchers 47-55 for April-May 2022 for payment from the town account. All ayes, motion carried.

Motion by Kathleen, seconded by Dianna, to approve payment of bills from the special accounts. 6 ayes, one abstention, motion carried. Garbowicz abstained.

Reviewed public budget expenditures to date. Noted that natural gas expenditure is ahead of forecast due to a near 50% markup in gas prices since beginning of year. In addition, newsstand newspaper prices have also increased by \$2/day over the last two months. Inflation will be a factor in formulating the 2023 budget.

Old Business:

- Staffing update:
There still are no attractive candidates for the tech services position from the few applications received. In addition, seeking summer relief at the front desk has also been difficult. Past employees have been

invited back, but currently nobody wants to commit to regular hours or feel their summer plans would be too disruptive to the library's needs. Due to this, steps are being taken to reduce summer workload beyond basic services including reducing/eliminating take-and-make kits as they are time consuming to produce. Erica requests library board members express their appreciation to regular staff who are working hard to provide seamless service while also presenting a full summer reading program and events. Kira has agreed to come back as a substitute on the desk when staff need to be gone; Nancy Brewster will return to do 5-10 hours a week of cataloging. Board recommended utilizing local advertising, and stressed opportunities with flexible work schedules. Similarly, the volunteer fair also did not have a lot of community response.

- Personnel Policy and pay comparables:

Patty has a revised handbook with a library addendum which has been shared with the town, Ann, and Erica. The town acknowledged the need for additional flexibilities and changes specific for the library. The revision will be shared with the full board at the next meeting.

- Solar project progress report:

Reviewed the meeting with the Plan Commission 4/26. Some members of the Plan Commission seemed open to pursuing the idea, others had concerns. The Plan Commission did encourage the library to work with the Veterans Memorial Committee. There wasn't urgency on the part of the Veterans committee or plan commission to recommend a plan for the green space to the town board.

Motion by Steve, seconded by Patty, to authorize installation of electrical service for future solar installation. All ayes, motion carried.

- Landscaping project:

Linnea Ebann presented the landscape plan for the memorial garden on the south side of the library building. Timeline will need to follow any work with underground power and solar underground wiring. The first work would be with grading and groundwork in mid-late summer, followed by plantings and installation.

Motion by Patty, seconded by Kathleen, to approve the conceptual design for the celebration garden on the south side of the library building. All ayes, motion carried.

New Business:

- 2021 County Reimbursement request:

Board discussed requesting an increase of \$2,000 in light of current inflationary pressures on the library budget (natural gas, periodicals, etc.).

- Library director search:

Motion by Steve, seconded by Dianna to create a search committee for the next library director with Ann, Patty, and Kathleen appointed. All ayes, motion carried.

- Library leadership transition:

Discussion regarding options for managing the leadership transition. Trustees considered options of contacting previous or retired directors that would be willing to come in as interim director. Erica assured the trustees that she would be able to remain in the director position for a period – at least into the fall – and more discussion could happen as the situation evolves.

- DLBT – TLPLF long-term funding strategic planning:

Set a joint meeting with the Three Lakes Public Library Foundation to create a strategic fundraising plan for the long-term health of the library.

Future agenda items:

Comments from citizens: members reported on positive feedback from community members about how much they appreciate the library

Next Meeting: Regular meeting June 21, 2022, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Patty moved to adjourn, seconded by Steve. All ayes, motion carried. The meeting adjourned at 6:51 PM.

Respectfully submitted: Erica Brewster, Director

Special Meeting Minutes May 31, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Dan McKissack (virtual), Kathleen Olkowski, Patty Wallesverd.

Absent: Jeff Boehm, Steve Garbowicz

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:05 p.m.

Agenda:

Motion by Kathleen, seconded by Patty, to approve the agenda in any order. All ayes, motion carried.

Review/approve Director Search Committee mandate:

- Review/approve library director job description
- Review/approve job posting/advertisement
- Review/approve media and posting outlets, persons responsible for placing ads
- Review/approve 1st round interview questions
- Review/discuss salary range/comparables
- Post job announcement with closing date
- Review/approve 2nd round interview questions
- Review incoming applications
- Review/rank applications
- Select candidates to interview
- Schedule interviews
- Rejection letters
- Interviews
- Meet to make recommendation
- Meet in closed session to review negotiated package

Motion by Dan, seconded by Patty, to approve the tasks of the Search Committee, as described under the “search committee tasks” in the 2022 director search timeline. All ayes, motion carried.

Review/approve library director job description:

Motion by Kathleen, seconded by Dianna, to approve the 5/23/2022 revision of the library director job description as presented. All ayes, motion carried.

Review/approve library director compensation:

Motion by Patty, seconded by Ann, to accept the salary range of \$42,000 - \$52,000 for the posting. All ayes, motion carried.

Review/approve library director job posting:

Motion by Dan, seconded by Patty, to approve the library director job posting as presented. All ayes, motion carried.

Job posting will begin June 1. Job will be posted on Wisconsin Library Association employment page, Wisconsin jobs, UW-Milwaukee/UW-Madison/Chippewa Valley Technical College if job sites for new graduates is available.

Board members will local media outlet options: Vilas County News Review, Rhinelander River News, Lakeland Times, Star Journal, WJFW job boards.

Resumes/cover letter will be emailed to demmer@demmerlibrary.org and passed on to the search committee.

Recommendation to include Link to DPI certification requirements on Employment page on Demmer Library.

Review timeline for recruitment: Discussed details regarding possible timeline questions.

Comments from citizens: None

Next Meeting: Regular meeting June 21, 2022, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Dianna moved to adjourn, seconded by Patty. All ayes, motion carried. The meeting adjourned at 4:47 PM.

Respectfully submitted: Erica Brewster, Director

Special Meeting Minutes June 15, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz (virtual, in person 4:40 PM before motions and votes), Kathleen Olkowski, Patty Wallesverd

Absent: Dan McKissack, Jeff Boehm, Steve Garbowicz

Other Attendees: Erica Brewster (director), Ryan Miller (Plan Commission), Karl Koenig (Plan Commission), Norris Ross (Plan Commission), Bob Werner (Three Lakes Public Library Foundation)

Ann Asbeck called the meeting to order at 4:15 p.m.

Agenda:

Motion by Patty, seconded by Kathleen, to approve the agenda in any order. All ayes, motion carried.

Discussion/action – solar project design and implementation:

Brief update on background of project including history and project objectives, project installation options, production differences, cost, Public Service Commission grant deadlines, etc.

Update on revision of design by Northwind Solar based on the proposed layout provided by Veteran's Memorial Committee on 6/2: size would be reduced from 44-48 modules to 15 bi-facial, production approximately 7,500 kW/year, down from 17,000 – 20,000 kW/year, roughly 10% energy bill offset, down from 35-42% offset. Cost of 7,500 kW/year project would be the same (or, if the decorative SolarSkin was applied, more than) the first quoted 20,000 kW/year ground mount design, which was already double the cost of a traditional roof mount. Ground mount would also be more challenging to complete yet this year. Additionally, very likely to lose grant funding as this would not meet the production/project expectations of the grantors.

Alternatives at this point would be to return to the roof mount (traditional attachments or non-penetrating rack mount) or to have further discussions with the Plan Commission and Veteran Memorial Sub-Committee regarding reallocating/negotiating space around draft layout, or not do the solar project according to/ based on the current descriptions of options and timeline. Further discussion about lack of clarity in process in approving either solar project or memorial design, further confounded by the existence of the Green Space Committee which has not been formally disbanded and still has a proposed design that does not include either solar or the large Veterans Memorial space proposed. These factors would likely require more time than the summer/fall construction deadline allows.

Motion by Kathleen, seconded by Patty, to not do the solar project and revisit it at a later date. All ayes, motion carried. Three ayes, one nay, motion carried.

Motion by Dianna, seconded by Ann, to approach the foundation in regards to funding the battery backup system. All ayes, motion carried.

Brief update – director search and staffing:

Brief update regarding the library director search committee.

Comments from citizens:

Recognition and appreciation of attendance by Plan Commission members seeking to gather information.

Question regarding the landscaping timeline for the south side of the building. Previously a solar installation could have conflicted with this project. Determination is now landscaping can move forward on the timeline most convenient to the landscaper.

Question about pursuing information on a natural gas generator. Library board has not sought information on alternative electricity backup systems.

Next Meeting: Regular meeting June 21, 2022, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Patty moved to adjourn, seconded by Kathleen. All ayes, motion carried. The meeting adjourned at 5:03 PM.

Respectfully submitted: Erica Brewster, Director

Minutes June 21, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz (virtual), Jeff Boehm, Steve Garbowicz, Dan McKissack (virtual), Kathleen Olkowski (arrived 4:40 PM), Patty Wallesverd

Absent:

Other Attendees: Erica Brewster (director), April Lammert

Ann Asbeck called the meeting to order at 4:30 p.m.

Agenda:

Motion by Patty, seconded by Steve, to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes:

Motion by Steve, seconded by Patty, to approve the minutes of the May 17, 2022, regular meeting as presented. 5 ayes, 1 abstention (Jeff). Motion carried.

Motion by Patty, seconded by Dan, to approve the minutes of the May 31, 2022, special meeting as presented. Four ayes, 2 abstentions (Jeff, Steve). Motion carried.

Motion by Dianna, seconded by Patty, to approve the minutes of the June 15, 2022, special meeting as corrected. Four ayes, 2 abstentions (Jeff, Steve). Motion carried.

Correspondence: Information on Trustee Training Week, August 22 – 26.

Committee Reports:

Three Lakes Public Library Foundation: will meet on Friday, July 1.

Oneida County Library Board: will meet on Thursday, June 23.

Director's Report:

- Director's Report: Additional items to the director's report were the Wisconsin Library Association Statement on the Freedom to Read and Intellectual Freedom and a copy of the director's report to the Oneida County Library Board. Discussion of current and upcoming programs and kudos to programming staff for successful pre-planning of summer programs so during non-program time they can focus on patron service.
- Building and Maintenance Report: No additional information beyond what is included in the board report.

Budget Review:

Motion by Kathleen, seconded by Patty, to approve vouchers 55-66 for May-June 2022 for payment from the town account. All ayes, motion carried.

Motion by Steve, seconded by Jeff, to approve payment of bills from the special accounts. All ayes, motion carried.

Motion by Kathleen, seconded by Patty, to pay bills from the Former Friends

Reviewed public budget expenditures to date.

Old Business:

- Staffing update:
No additional applications have been received for the technical services position.
Rest of staff are performing admirably.
- Personnel Policy/handbook:
Reviewed and made further edits to the personnel policy. Next step will be to have staff review the current draft and to share the changes to date with the town office. Will be brought back for approval at the July meeting.
- Solar project progress report:
Reviewed discussion and motion made at the 6/15 the special meeting. The discussion will be brought back to the library foundation to see what alternatives they might be interested in funding, such as battery backup system or natural gas generator for power system resiliency. Jeff Boehm will gather information on the library's power needs to be met by a natural gas generator and the costs (purchase, installation, maintenance and fuel costs) to use this as a backup system.
- Director search committee - update:
Committee will meet on 6/23 to assemble interview questions and review applications received to date. Posting closes on Friday, 6/24.
- DLBT – TLPLF long-term funding strategic planning:
The Demmer Trustees will review their existing financial assets and possible future needs.
Ann will work with foundation president Bob Werner to schedule a joint meeting of the two boards to discuss current assets, anticipated short- and long-term needs and opportunities for future fundraising.

New Business:

- Historical Society/Museum: shared administration exploration proposal:
Proposal/request from the president of the Three Lakes Historical Society to look at shared administration. Further clarification from the historical society will be needed before more can be discussed.

Future agenda items: Handbook policy

Comments from citizens:

Next Meeting: Regular meeting July 19, 2022, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Jeff moved to adjourn, seconded by Steve. All ayes, motion carried. The meeting adjourned at 6:00 PM.

Respectfully submitted: Erica Brewster, Director

Minutes July 19, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck (virtual), Dianna Blicharz (virtual), Jeff Boehm, Steve Garbowicz, Dan McKissack (virtual), Kathleen Olkowski (virtual), Patty Wallesverd

Absent:

Other Attendees: Erica Brewster (director), Sue Harris (town clerk) April Lammert

Ann Asbeck called the meeting to order at 4:31 p.m.

Agenda:

Motion by Dan, seconded by Patty, to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes:

Motion by Patty, seconded by Steve, to approve the minutes of the June 21, 2022, regular meeting as presented. Motion carried.

Correspondence: None

Committee Reports:

Three Lakes Public Library Foundation: met on Friday, June 17. Annual meeting was held first reviewing the 2021-2022 accomplishments and reviewed the foundation financial status. Despite the uncertainty of the market, decision was to not make changes to the investment policy. Officer election resulted in the same slate of officers for the next year.

Regular foundation meeting: discussed the sunsetting of the current solar project plan, and raised the question of whether the foundation would consider funding a building backup system, whether it be a battery or natural gas generator system. Will wait for the results from generator exploration committee.

Oneida County Library Board: met on Thursday, June 23. The Demmer Library funding request for 2023 was approved to be included in the 2023 county board budget request.

Director's Report:

- Director's Report: Erica gave the library board a heads-up about a developing proposal to increase Story Hour programming by offering a weekly Story Hour class in the Three Lakes elementary school 4K classroom in addition to the Sugar Camp elementary school and at the Demmer Library. This is still a draft proposal and may come before the library board in August. Erica and April continue to cover the technical services job role with certain duties still covered by Antigo Public Library cataloger. Otherwise the library is busy, busy, busy, busy, busy, busy, busy.
- Building and Maintenance Report: 7/19: discovered the dehumidifier in the small furnace room is not draining properly and is leaking water out of the bottom of the unit. The water has saturated the carpet in the staff area again and the dehumidifier is offline until Rappley can come and determine the problem.

New plaques are completed, although a couple of them have spelling errors and are waiting for the corrected ones to be delivered.

Budget Review:

Motion by Steve, seconded by Patty, to approve vouchers 67-79 for June-July 2022 for payment from the town account. All ayes, motion carried.

Motion by Kathleen, seconded by Dan, to approve payment of bills from the special accounts. All ayes, motion carried.

Motion by Steve, seconded by Jeff, to approve the transfer to the fines and copier account with the Town of Three Lakes.

Reviewed public budget expenditures and quarterly account balances to date.

Old Business:

- Personnel Policy/handbook:
Staff are currently reviewing the handbook.
- Director search committee - update:
Interviewed candidate on 7/13 with positive results. References were checked this week. Tentatively scheduled an in-person interview at the end of July. May need a special board meeting before the middle of August if an official offer is needed.
- DLBT – TLPLF long-term funding strategic planning:
Ann has discussed timeline for a meeting with foundation president Bob Werner, likely at the end of August, early September.

New Business:

- Operational non-lapsing account/financial policy review:
Reviewed draft financial policy outlining the purpose and management of library streams of revenue and accounts. Also included a proposal for managing non-lapsing funds from unspent municipal operational funds under board control.
Motion by Steve, seconded by Kathleen, to table further discussion and decision until the regular August meeting. All ayes, motion carried.
- 2023 draft budget:
Motion by Patty, seconded by Dan, to approve the draft 2023 budget as presented. All ayes, motion carried.

Future agenda items: Personnel handbook, financial policy, non-lapsing account cap

Comments from citizens:

Next Meeting: Regular meeting August 16, 2022, 3:30 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, motion carried. The meeting adjourned at 6:06 PM.

Respectfully submitted: Erica Brewster, Director

Special Meeting Minutes August 02, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Steve Garbowicz, Dan McKissack, Kathleen Olkowski (virtual), Patty Wallesverd

Absent: Jeff Boehm

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:33 p.m.

Agenda:

Motion by Dianna, seconded by Steve, to approve the agenda in any order. All ayes, motion carried.

Story Book Garden permanent installation:

Motion by Patty, seconded by Dianna, approve installation of a permanent Story Book Garden on the northeast side adjacent to the library building. Five ayes, one abstention (Steve), motion carried.

Move into closed session:

Motion by Steve, seconded by Patty, to enter into closed session per section 19.85(1)(c) of Wisconsin state statutes for purposes of considering employment, promotion, compensation or performance evaluation data of library staff. (Topic: new director negotiations, library wage scale.)

- Roll call: Ann: aye, Dianna: aye, Dan, aye, Kathleen: aye, Patty: aye, Steve, aye. Board entered into closed session at 4:42 PM.

Return to open session:

Motion by Ann, seconded by Patty, to return to open session. Ann: aye, Dianna: aye, Kathleen: aye, Patty: aye, Dan, aye, Steve, aye.

[Motion by Patty, seconded by Dan, to offer Tara Lynn Kazda the position of the Demmer Library director subject to initial offer of employment as outlined in the offer letter. All ayes, motion carried.]

Report on action taken in closed session:

The library board will make an offer to a prospective candidate for library director subject to terms discussed to be included in the offer letter.

Motion by Steve, seconded by Diana, based on advice from the Three Lake Town Clerk to waive any conflicts that the written offer has with the current Town of Three Lakes employee handbook. All ayes, motion carried.

Comments from citizens:

Next Meeting: Regular meeting August 16, 2022, 3:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Steve moved to adjourn, seconded by Patty. All ayes, motion carried. The meeting adjourned at 5:23 PM.

Respectfully submitted: Erica Brewster, Director

Minutes August 16, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz (virtual), Steve Garbowicz (virtual), Kathleen Olkowski, Dan McKissak (virtual at 3:41pm.), Jeff Boehm (joined at 4:09pm), Patty Wallesverd (joined at 4:29pm)

Absent:

Other Attendees: Erica Brewster (director), April Lammert, Peter Kotarba, Candice Johnson, Erica Pertile
Ann Asbeck called the meeting to order at 3:33 p.m.

Agenda:

Motion by Kathleen, seconded by Steve, to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes:

Motion by Steve, seconded by Kathleen, to approve the minutes of the July 19, 2022, regular meeting as presented. All Ayes, Motion carried. Motion by Kathleen, seconded by Steve to approve minutes the August 2, 2022, special meeting as presented. All Ayes, Motion carried

Correspondence: None

Committee Reports:

Three Lakes Public Library Foundation: has not met.

Oneida County Library Board: will meet on September 15, 2022.

Staffing update:

Introduce Peter Kotarba, new technical services/accounting librarian. Peter will begin cataloging training in September and accounting training September/October. Introduction of Erica Pertile and Candice Johnson.

Director's Report:

- Director's Report: Most of this month was busy, busy, busy, busy. Went through Director recruiting. Ann pointed out a developing proposal to increase Story Hour programming by offering a weekly Story Hour class in the Three Lakes elementary school 4K classroom in addition to the Sugar Camp elementary school and at the Demmer Library. There is a meeting Friday about this. Forward Three Lakes is interested in doing more workshops on grant writing and volunteer onboarding. Dates TBD. Talked about circulation numbers coming back and reviewed numbers for internet and meeting room usage.
- Building and Maintenance Report: Reviewed incident with dehumidifier 7/19. Due to the lack of floor drain in small furnace room, a blockage in the unit caused water to back up undetected in the room until it seeped into the adjoining office space. Erica purchased a box fan, dehumidifier, and a water sensor to help with any future issues. Kathleen questioned why we didn't have a drain in there and asked if it is possible to put one in now. Will consult with plumber to see if adding a floor drain would be feasible.

Roof icing: 7/29, Josh, Brian Schubring, Jody Andres met and reviewed the status of the work to address ventilation. Greenfire was notified in January that there are still some issues with icing. Josh and Brian both agreed south end of building was going great. Greenfire didn't do anything to north end of building

as they wanted to take a “wait and see” approach to whether further work was required. Board agreed that if it’s helped solve problem in one place, it makes sense to open up the north end. Ann will author a letter to Greenfire requesting follow-up on work that hasn’t been completed. Also noted that when roof work is done it is the best opportunity to install outlets for heat tape should they be needed in the future.

Concrete: 7/29 Josh met with Jody Andres from Hoffman (the architect on the building project) with Brian Schubring (Winchester Builders, owner’s representative on the building project) and Jeff Boehm in attendance. The conclusion from Jody and Brian is that the concrete is failing because of the clay beneath it and not a good foundation under the sidewalk. Received an engineer re-design for end of ramp and top of sidewalk that would involve removing sidewalk and dirt, install a frost wall and have a new base tied into the library’s foundation. Ann will write a letter to Hoffman about the cost of installing per a redesigned spec; library may need to plan on covering this cost. No solid cost estimates received. Timing: suggested waiting until spring 2023 will avoid possible concerns about winter weather and frost before a contractor can be secured.

Duct work in IT room: duct in IT room still needs insulation replaced, preferably prior to winter. There is some question about the responsibility of for the duct work as it was installed per design specification, but insulation becomes saturated with condensation during coldest days in winter. Hoffman did give a design for a fix but the work still needs to be done. Greenfire had said they would do the work even though it wasn’t an error in installation on their part. Ann will include this in the letter to Hoffman.

Emergency exit signs: No update. Josh called Superior Electric but hasn’t had a follow up or contacted them again. Board agreed best to go with the company that did the installation and Erica noted there’s a small list of other minor electrical issues that could be dealt with at the same time if a time can be scheduled. Request Josh attempt following up again.

Security cameras: Found a time period where one camera was not recording but all are working again. During this incident noted that the main security computer is working slow. Not urgent but should be noted for future follow-up.

Backup generator: Jeff contacted Northern Generator and met on site. Requested a quote for a natural gas generator that would maintain fire suppression, IT, lights, and heating. Unfortunately, these services are three located in separate electrical panels. Not a viable option to move things to one panel. Next option would be a system that would run the entire building. The proposal ballpark figure for a minimum-sized generator was \$60,000 and a bigger one is \$67,000. Two locations were proposed: south side of the building, minimum 3 feet from building and 5 feet from any window, as close to the gas and power meter as possible. This would place it in the middle of the proposed landscaping area outside the children’s area. Next option would be off the southwest corner of the building in the area that is currently covered in landscaping rock. Unit would be substantial in size.

Diana questioned if town office complex has been looked at. Town office is already set up for a generator. Advised against one big unit for both buildings. Diana asked if Jeff would present this to the town so that the town could be asked to provide funds for this. Jeff and Josh will present the findings to the town board.

Ann asked about battery power back up. Northwind Solar had quoted the battery backup as part of their solar design and could do battery backup as a standalone. Jeff noted that the battery backup would run

into the same challenge of needing to supply power to the entire building as the priority services are not located in a single panel. No additional design work has been pursued since the solar project was tabled.

Landscaping: No update

New plaques are completed, just working on getting them set up.

Budget Review:

Motion by Steve, seconded by Patty, to approve vouchers 80-95 for July-August 2022 for payment from the town account. All ayes, motion carried.

Motion by Steve, seconded by Kathleen, to approve payment of bills from the special accounts. All ayes, motion carried.

A by Kathleen seconded by Patty to approve the budget from the Friends Account. All ayes, motion carried.

Reviewed public budget to date.

Old Business:

- Personnel Policy/handbook:

Ann, Patty, and Sue to talk in the future after staff gets to give feedback. Erica suggested board members meet with April, Peter, and Candice to discuss benefit clean up. Patty and Ann agreed.

- Operational non-lapsing account/financial policy review:

Reviewed the draft financial policy for the second time. Discussion about the non-lapsing funds and draft proposal for managing the balance in the account. Erica clarified that while this is a board policy, it is only a policy meant to serve as a guideline for the board and can be changed by the board at any time in the future should circumstances change. Board members wanted more time to consider the policy before taking a vote.

Motion by Kathleen, seconded by Jeff Boehm, to table the draft financial policy. All ayes, motion carried.

- 2023 draft budget:

Ann, Patty, and Erica met with town chair Jeff Bruss and town clerk Sue Harris on 8/3; reviewed and corrected some information about the non-lapsing account. Jeff Bruss and Sue reiterated their concern about unused health insurance funds rolling into a non-lapsing account. Erica's confusion was an apparently incorrect understanding that there was both an operational non lapsing account *and* a health non lapsing account designated specifically for funds left in the health insurance line item. This is not the case – the only two non-lapsing accounts are for all operational funds (including that budgeted for health insurance premiums) and the library's income from copier and fines.

There is currently \$19,210.94 in the operational non-lapsing account. Of that, Erica has asked that \$9,214.94 be designated revenue in the 2023 operational budget rather than, as Jeff Bruss suggested, the library make "cuts" to that amount in the operational budget and then overspend the budget by that amount.

Beyond that discussion Jeff Bruss did not suggest any changes to the library budget. They would like to see us as the library that we are not just going to have those funds sitting in our non-lapsing account. Erica would like to meet with and see a capital committee for the long term of the building.

- Director search committee - update:

Unfortunately, negotiations with the director candidate fell through. The position has been reposted with a closing date of September 1, 2022.

- DLBT – TLPLF long-term funding strategic planning:

Ann has discussed timeline for a meeting with foundation president Bob Werner, likely at the end of August, early September.

New Business:

- Discuss/approve – concrete for west ramp:

Ann is going to put this in the letter to Hoffman.

Future agenda items: Personnel handbook, 2023 budget

Comments from citizens:

Next Meeting: Regular meeting September 20, 2022, 4:30 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, motion carried. The meeting adjourned at 5:27 PM.

Respectfully submitted: April Lammert, programming librarian; Erica Brewster, director

Minutes September 20, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Kathleen Olkowski, Dan McKissack, Jeff Boehm (left at 5:20),
Patty Wallesverd

Absent: Steve Garbowicz

Other Attendees: April Hansen

Ann Asbeck called the meeting to order at 4:32 p.m.

Agenda:

Motion by Jeff, seconded by Kathleen, to approve the amended agenda in any order. All ayes, motion carried.

Approval of Minutes:

Motion by Jeff, seconded by Dan, to approve the minutes of the August 16, 2022, regular meeting as presented.
All ayes, motion carried.

Correspondence: Fines free for children email dated 8/25/2022; Letter from Hoffman Planning, Design &
Construction regarding concrete on west ramp.

Committee Reports:

Three Lakes Public Library Foundation: has not met. October meeting with the Library Board remains a
possibility. Looking at better quality picnic tables for the green space.

Oneida County Library Board: met on September 15, 2022. April attended representing Erica. OCLB looking to
Demmer Trustees to submit a nomination to fill the empty OCLB slots.

Director's Report:

- **Director's Report:** Discussion about 4k story hour. Concerns were raised by Jeff about expanding Story Hour, in particular about staffing and funding. Ann addressed the concerns by providing an update on the verbal agreement reached with Three Lakes School District Superintendent Teri Maney that will be put into a written document in October. TLSD will be covering all funding for the 4K story hours to include the additional hours added to Candice's position. Talk of banned book week. Board talked about hosting a banned book week discussion in the future. Question on branding which is a work in progress.
- **Building and Maintenance Report:** Ann sent letters to Greenfire and Hoffman. Letter from Hoffman was distributed. Insulation for duct work and concrete have been addressed by Hoffman and they will not give further assistance. Greenfire has offered services on the soffit/ventilation work. They will be back this fall on ventilation. Heat tape is not advised by any of experts consulted.

Duct work in IT Room: Greenfire will be asked for suggestions for contractors, method to do work, and cost estimate. The same will be asked of Rappley. The library will pay for this repair, likely from Demmer Trust funds.

Emergency Exit signs: Need help from Josh to get these lights working. Jeff to talk to Josh about this.

Knox box: Fire department-Jeff will ask Bob Canada.

Floor drain in mechanical: no update.

Plaques: Patty to take over and arrange to hang plaques.

Landscaping: Items are arriving and being put together.

Ann asks that everyone recognize we will be spending money to get these building issues done.

Budget Review:

Motion by Patty, seconded by Dan, to approve vouchers for August-September 2022 for payment from the town account. All ayes, motion carried.

Note from Erica: The Demmer Library receives revenue from Oneida County (Oneida County Library Board), Forest County (cross border payment), Three Lakes School District (Story Hour), Town of Sugar Camp (Story Hour), and Three Lakes Historical Society (shared staffing) towards the Town of Three Lakes budget appropriation. Until this month, those checks, usually made out to the Edward U. Demmer Memorial Library, were passed on to the Town of Three Lakes to be deposited into their fund accounts at the bank. However, Erica was informed that the bank is no longer accepting checks made out to the Demmer Library to be deposited into accounts with the name "Town of Three Lakes." It may not be feasible to ask those payees above to change who they are writing the check to. Erica chose to deposit the check from the Three Lakes Historical Society into the Demmer special account as a "Revenue pass-through income" and write a check from that account to the Town of Three Lakes as a "Revenue pass-through expense." You will see that as a \$2,800 deposit and check withdrawal on this month's special account budget sheet.

Motion by Dan, seconded by Patty, to approve payment of bills from the special account. Erica's note read. All ayes, motion carried.

Motion by Kathleen, seconded by Dianna, to approve the 2022 property maintenance payment to the Town of Three Lakes from the Property Maintenance account. Discussion of what the \$3,300 is funding which is an annual maintenance fee toward work provided by the Town Public Works Supervisor. All ayes, motion carried.

Reviewed public budget to date. Ann mentioned our utilities are anticipated to be high and she wants to talk to Sue about whether our increases are equivalent to those being planned by the town for 2023.

Old Business:

- Personnel Policy/handbook:

Question about accrual of anniversary date and vacation accrual. Patty and Ann will clarify with Sue. Clarification that it is the library director who approves Peter's vacation.

- 2023 draft budget:

Erica sent the updated version of the draft budget to Sue on 8/25. Included in this update is maintaining the adult librarian and children's librarian's mid-year pay bumps into 2023 plus budgeting for a 3% merit increase to be allocated pending positive staff evaluation. It also maintains the children's librarian position at 30 hours/week. It increases the newest circ staff position from \$10 to \$14/hour, and bumps the relief librarian up to \$12/hour. The director compensation is included at the top of the posted salary range. Total budget impact for both wages and salary is a \$23,200 increase over 2022.

The 2023 draft budget submitted to the town does include \$9,210.94 to be rolled from the library's non-lapsing account towards operating revenue for 2023. This nullifies any impact of the above salary changes on the tax levy.

No changes were suggested by Sue before the next town meeting.

Motion by Patty, seconded by Dan, to approve the draft budget as presented including the \$9,210.94 from non-lapsing. All ayes, motion carried.

Further discussion and adjustments can be made in October as health insurance numbers, possible information about a library director, and/or other revenue or salary information come available.

- Director search committee - update:

Ann sent a written offer to Lisa Cameron with the same offer that was given to the previous successful candidate: The committee asked Lisa about a starting date. The biggest problem is housing. There will be further updates at the October meeting.

New Business:

- Update – resolution of ongoing building concerns:

This was addressed in building report.

- Fine-free for children's material:

Review draft update to circulation policy.

On average take in \$1,800 in fines and \$2,300 in copier money per year that is deposited in non-lapsing account. Don't have numbers specific to juvenile fines available for the meeting.

Motion by Dianna, seconded by Kathleen, to not draft a new policy. All ayes, motion carried

Discussion of writing a letter to the concerned individual. Dan and Patty will draft a letter.

- Discussion/approval of a new member of the Oneida County Library Board:

There is a vacancy on the OCLB for a Three Lakes representative. Kathleen may be interested if able to join the meeting remotely.

Future agenda items:

Comments from citizens:

The school is going to have a referendum.

Ann reminded board to direct questions about or suggestions for agenda items to her prior to board meetings so meetings can be properly posted and staff and board members can be prepared to properly address items.

Next Meeting: Regular meeting October 18, 2022, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Kathleen moved to adjourn, seconded by Dan. All ayes, motion carried. The meeting adjourned at 6:12 PM.

Respectfully submitted: April Lammert, programming librarian; Erica Brewster, director

Minutes October 18, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Steve Garbowicz, Kathleen Olkowski, Dan McKissak, Jeff Boehm, Patty Wallesverd

Absent: Dan McKissack

Other Attendees:

Ann Asbeck called the meeting to order at 4:34 p.m.

Agenda:

Motion by Steve, seconded by Dianna, to approve the amended agenda in any order. All ayes, motion carried.

Approval of Minutes:

Motion by Patty, seconded by Kathleen, to approve the minutes of the September 20, 2022, regular meeting as corrected. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: The foundation hasn't met, but due to personal circumstances with the foundation president a meeting hasn't been scheduled. They have received a submission for a design for a permanent Story Book Garden and the generator project. Nancy Kimla, Linnea Ebann, Kathleen Olkowski, and Erica Brewster will meet on 10/20 to review the landscaping work and finances to date, list of donor, and look at a process for long-term management of receiving new memorial/recognition requests, funds, and maintenance of space.

Oneida County Library Board: Erica attended the OC Budget Hearing on 10/5 to provide background and information on the Demmer Library's portion of the OCLB 2023 budget request. Budget was forwarded as presented to the full county board for approval 11/15. The OCLB will meet after the budget hearing to officially set the budget for 2023.

Director's Report:

- Director's Report: 4K Story Hour at TL Elementary is underway. As noted in the director's report, there is an extremely large number of children attending Story Hour this year, evenly spread among the Demmer's Tuesday morning program (28), TL Elementary 4K (29), and Sugar Camp Elementary 4K and community (17). As of now there are 73 children registered for Story Hour with more families expressing interest. Reviewed the draft agreement with TLSL. Candice and Erica are considering options for the "proletunity" presented by so many young children being involved.

Erica's focusing on priorities for transition: establishing written procedures for various aspects of library management and training staff; beginning 2022 staff evaluations, goals review, and 2023 goal setting; end of year budget management; addressing building concerns.

- Building and Maintenance Report:

Duct work in IT Room: waiting for response from Greenfire to follow up on contracting to do the work. The estimate was for approximately \$2,300.

Emergency Exit signs: Still no response from electrician. Jeff suggested the situation possibly be submitted as an insurance claim. Erica believes it was caused by a power surge related to the storm/outage 3/23/2022.

Floor drain in mechanical: discussion with a contractor – would need to look into the blueprints to see if there is a logical place to tie in a floor drain (sump pump?). Current solution is a water sensor alarm tied into the outlet that the dehumidifier is plugged into. If water is detected power would be cut to the outlet.

Lawrence Demmer plaque: at the design phase.

Concrete: pursue a contractor for a spring project.

Knox box: Fire department-Jeff will ask Bob Canada.

Landscaping: Major infrastructure work is done with some initial plantings. Linnea Ebann is contacting donors to determine which elements will be recognized as memorials by those who have already donated, and which ones will be made available through future contributions.

Budget Review:

Motion by Steve, seconded by Kathleen, to approve vouchers for September-October 2022 for payment from the town account, less the charge for WLA as requested by the director. All ayes, motion carried.

Motion by Kathleen, seconded by Dianna, to approve payment of bills from the special account. Five ayes, one abstention (Steve), motion carried.

Motion by Steve, seconded by Patty, authorize the transfer of fines and copier funds as reported to the non-lapsing account. All ayes, motion carried.

Motion by Steve, seconded by Dianna, to approve payment of \$258.68 for book bags from the used book sale account. All ayes, motion carried.

Reviewed public budget to date.

Review of public budget end of year projection.

Mini-grant request: Motion by Patty, seconded by Dianna, to approve the purchase of a large format book scanner from the used book sale account. All ayes, motion carried.

Old Business:

- Personnel Policy/handbook:

Still waiting for a meeting from Sue.

- 2023 draft budget:

The 2023 Town of Three Lakes municipal budget was approved to be published for elector approval on 11/15 with the library budget included as previously presented. Erica met with Sue to discuss the increase in health insurance; the town has approved covering the major increase in the employer costs through the town-held non-lapsing funds for health insurance. Those employees with health insurance will see increases in their monthly premiums.

Oneida County administration committee approved the increased request from the Demmer Library for 2023 revenue. The agreement for Story Hour with the Three Lakes School District is being finalized and will include increased revenue.

- Director search committee - update:

The Director Search Committee met on 10/13 to discuss the current situation. The candidate is still interested in the position but hasn't been able to find satisfactory housing. All other aspects of the offer were acceptable. The committee decided to reopen the application process while continuing to allow the candidate time to potentially find a place but also review additional applications.

- Meeting with TLPLF:

Currently on hold.

- Update/discussion – resolution of ongoing building concerns:

Covered during the building report.

- Discussion/approval of a new member of the Oneida County Library Board:

Looking for names to nominate.

New Business:

- Library leadership transition planning:

Erica submitted a memo outlining a proposed end date.

- Trustees Essentials Chapter 4:

Return to agenda in November.

Future agenda items:

Comments from citizens:

Next Meeting: Regular meeting November 22, 2022, 4:30 pm in the lower level of the library and/or via video/teleconference. Note change from 3rd Tuesday town annual meeting to be held 11/15.

There being no further business, Jeff moved to adjourn, seconded by Patty. All ayes, motion carried. The meeting adjourned at 6:20 PM.

Respectfully submitted: Erica Brewster, director

Unapproved Minutes November 22, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Dan McKissack, Kathleen Olkowski, Jeff Boehm, Patty Wallesverd

Absent: Steve Garbowicz

Other Attendees:

Ann Asbeck called the meeting to order at 4:31 p.m.

Agenda:

Motion by Dianna, seconded by Kathleen, to approve the amended agenda in any order. All ayes, motion carried.

Approval of Minutes:

Motion by Ann, seconded by Dianna, to approve the minutes of the October 18, 2022, regular meeting as corrected. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: The foundation hasn't met; same status as last meeting.

Oneida County Library Board: The Oneida County budget was passed with the Oneida County library appropriation included as requested on 11/15. OCLB met 11/17 after the budget hearing to officially set the budget for 2023. The DLBT will sign the 2023 contract at the 12/20 library board meeting. Received reports from the three libraries. Kathleen agreed join the committee beginning winter 2023.

Director's Report:

- Director's Report: Erica had group and one-on-one evaluation meetings with all staff in November. Peter won't have his first official evaluation until six months, February, 2023, but was included in the group evaluations and had an orientation progress review. Staff continue to demonstrate their ability to learn quickly, willingness to take on new tasks, and change direction and adapt to new circumstances, and do it with enthusiasm. This is not to be taken lightly – although they make it look easy, it's important to remember that running at this pace continually is exhausting. The staff as a whole is still very new: without Erica and Carolyn included, the average amount of time spent working at the Demmer is 1.4 years (ranging from 3 months to 3.5 years). While each individual and the team as a whole have selected valuable goals for 2023, unless a director is found they will be down an entire FTE (40 hours/week) after February 15 and still be expected to learn a lot of new skills in addition to their current jobs which most of them are still learning. Dianna commended the work Candice and April are doing with the school district, particularly programs with parents/families both at the library and at the school.

Erica has been spending a lot of additional time tying up loose ends and projects including: deploying online catalog search stations (table and PC) throughout the library, addressing long-standing technical issues, updating the director manual and timeline, updating the building maintenance manual, further

documenting routine workflows; identifying staff to delegate various director tasks to over the next two months.

- Building and Maintenance Report:

Exit signs were purchased from Avfco and replacement was finished 11/15.

Josh Paetow is working on diagnosing and coming up with a solution to fix the flashing LED fixture upstairs. May require replacement of entire fixture.

Erica learned that there has been a change to the organization chart for the Public Works department. There is a new town shop foreman for day-to-day tasks and Josh is now fully the Public Works superintendent focused on administration and local building maintenance with an office in the town office next door.

11/22: Ann received a lead on a contractor to insulate the duct in the IT room. She has shared this information with Josh.

Concrete: Pollack Concrete is willing to take a look but didn't have a chance to look before the snow.

Budget Review:

Motion by Kathleen, seconded by Jeff, to approve vouchers 111-125 for October-November 2022 for payment from the town account. All ayes, motion carried.

Motion by Jeff, seconded by Kathleen, to approve payment of bills from the special account. All ayes, motion carried.

Motion by Dianna, seconded by Kathleen, to approve payment of \$126.43 for book bags from the used book sale account. All ayes, motion carried.

Motion by Dianna, seconded by Kathleen, to approve additional invoices for line-item expenses received prior to 12/9/2022. All ayes, motion carried.

Reviewed public budget to date and had discussion of end of year budget.

Old Business:

- Personnel Policy/handbook:

Still waiting for a meeting from Sue; difficulty scheduling with town budget meetings and director search

- 2023 final budget:

The 2023 Town of Three Lakes municipal budget was approved on 11/15 with the library budget included as previously presented. Erica still needs to finalize the formatting of the 2023 budget and will have that along with 2023 revenue for the board to approve at the December meeting.

- Director search committee - update:

The Director Search Committee met on 11/8 and 11/17 to discuss the current situation. They developed a proposal which will be presented in whole for consideration and voting during the closed session.

- Discussion/approval of a new member of the Oneida County Library Board:

Kathleen Olkowski will accept the nomination to fill the vacant position on the Oneida County Library Board.

New Business:

- Review/approve financial policy:

Motion by Patty, seconded by Dan, to approve the financial policy as presented. One aye, five nays.
Motion fails.

Motion by Jeff, seconded by Kathleen, to approve financial policy as presented with an amendment to include the additional wording to B.2. "If the balance of the operational non-lapsing account should reach \$10,000, any additional unused operating funds will be applied as revenue to offset tax levy for the upcoming fiscal year's operating budget." All ayes, motion carried.

Request by Dianna to revisit in 2023 when the budget process begins to see how the procedure begins.

- Board members with expiring terms (Steve Garbowicz, Dan McKissack):

Steve Garbowicz has submitted his letter of non-renewal for library board after December 31, 2022. Dan is willing to continue for another term.

- Motion to enter into closed session:

Jeff moved, seconded by Dan, to enter into closed session per section 19.85(1)(c) of Wisconsin state statutes for purposes of considering employment, promotion, compensation or performance evaluation data of library staff. (Topic: set 2023 wages; schedules and compensation for specific employees during director transition.)

Roll call: Ann: aye, Dianna: aye, Kathleen, aye, Patty: aye, Jeff: aye, Dan: aye

- Return to open session:

Motion by Jeff, seconded by Kathleen, to return to open session. Roll call vote: Ann: aye, Dianna: aye, Kathleen: aye, Patty: aye, Jeff: aye, Dan: aye.

Motion by Ann, seconded by Jeff, to approve the recommendation of the search committee regarding the acting director and staffing during the director transition. All ayes, motion carried.

Motion by Dianna, seconded by Dan, to approve the salary scale as presented with the 2023 projected budget. All ayes, motion carried.

Note that the approved 2023 salary scale is considered baseline/status quo but will be adjusted on a temporary basis as needed during the director transition as approved by the library board.

Future agenda items:

Comments from citizens:

Next Meeting: Regular meeting December 20, 2022, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Jeff moved to adjourn, seconded by Dan. All ayes, motion carried. The meeting adjourned at 6:20 PM.

Respectfully submitted: Erica Brewster, director

Unapproved Minutes December 20, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Kathleen Olkowski, Jeff Boehm, Patty Wallesverd(virtually)

Absent: Steve Garbowicz, Dan McKissack

Other Attendees: Erica Brewster, April Hansen

Ann Asbeck called the meeting to order at 4:41 p.m.

Agenda:

Motion by Dianna, seconded by Patty, to approve the agenda in any order and amending agenda to 2023 Oneida County Library Board contract. All ayes, motion carried.

Approval of Minutes:

Motion by Kathleen, seconded by Dianna, to approve the minutes of the November 22, 2022, regular meeting as corrected. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: Working on scheduling a meeting in January. January 16th or 19th TBD

Oneida County Library Board: The OCLB has not met since November. Meeting planned for February 9th.

Director's Report:

- Director's Report:

April is shadowing Erica on Director's duties. Candice is taking on book ordering. Post office was down with internet issues, and we were able to lend them a hot spot.

- Building and Maintenance Report:

Library board received the estimate for insulating the duct work in the IT room from Bauer Spray Foam Insulation, Inc. The board was agreeable with the estimate and indicated that the work should be done. No motion needed as payment for this bill will come out of the operating budget.

Budget Review:

Motion by Jeff, seconded by Patty, to approve vouchers 126-137 for November-December 2022 for payment from the town account. All ayes, motion carried.

Motion by Patty, seconded by Kathleen, to approve payment of bills from the special account. All ayes, motion carried.

Motion by Dianna, seconded by Kathleen, to approve payment of \$619.00 for a book scanner from the used book sale account. All ayes, motion carried.

Reviewed public budget to date and had discussion of end of year budget.

Old Business:

- Personnel Policy/handbook:

Still waiting for a meeting from Sue; difficulty scheduling with town budget meetings and director search.

- 2023 final budget:

The only change was made to health insurance by Sue for the insurance line item.

Motion by Patty, seconded by Dianna to approve the 2023 final budget as presented. All ayes, motion carried.

- Director search committee - update:

Ann sat down with staff and informed them of the board's decision and had a discussion about ideas and communication going forward.

New Business:

- Discuss/approve: 2022 Oneida County Library Board contract

Motion by Kathleen, seconded by Dianna, to approve the 2023 Oneida County Library Board contract as presented. All ayes, motion carried.

- Nominations to fill board vacancy

April has spoken to the Mahlerweins about serving on the library board. Will follow up this week to have them contact Ann.

- Banking-update signature cards/move account to local bank

Need to discuss moving bank accounts and updating signature cards at the banks before Erica leaves. The Demmer Library checking account is currently at Nicolet Bank, and three other accounts are at BMO Bank. The property maintenance account at BMO Bank is earning interest every month. Erica suggested we keep the property maintenance account with BMO. The accounts at BMO generally do not have many transactions. Erica recommended to move the special checking account at Nicolet Bank to Laona State Bank in Three Lakes. The library needs town approval to move the account as we use the town tax ID number. That will require new signature cards. Traditionally the library has had two staff members and two board members as signatories on the account. The library board will need to decide who they want on the account in the future. Discussion included wanting to support a local institution and to move our banking local, beginning with the special checking account.

Motion by Ann, seconded by Jeff for considering what we are going to do with banking in the future with input from the town. All ayes, motion carried.

Future agenda items:

Comments from citizens:

Next Meeting: Regular meeting January 17, 2023, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Jeff moved to adjourn, seconded by Kathleen. All ayes, motion carried. The meeting adjourned at 5:40 PM.

Respectfully submitted: Erica Brewster, director; April Hansen, recording secretary