

Approved Minutes January 21, 2025
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dan McKissack, Dianna Blicharz (virtual), Jeff Boehm, Rich Mahlerwein, Kathleen Olkowski (Virtual joined 4:03pm), Karen Meyer (Virtual joined 4:01pm)

Other Attendees: Jill Roth, April Hansen

Excused: Patty Wallesverd

Dan McKissack called the meeting to order at 4:01 p.m.

Agenda:

Motion by Rich, seconded by Jeff to approve the agenda in any order. All ayes, motion carried. **(Karen joins)**

Approval of Minutes:

Motion by Rich, seconded by Karen to approve the regular meeting minutes of the December 17, 2024, meeting as presented. All ayes, motion carried.

Correspondence: None

Committee Reports:

Three Lakes Public Library Foundation: Has not met.

Oneida County Library Board: Set to meet February 20th. **(Kathleen joins)**

Director's Report:

Discussion: Annual report is now open. Jill has accepted a Badgerlink advisory group role. It is a two-year term to collaborate and add to our state funded digital resources. Excited about the Ice Fishing series with Scottie from Scottie's Bait and Tackle. Receive \$500 from Lions Club for Large Print Books. Kathleen notes Books the Other Channel is the Fourth Tuesday of the month as opposed to what was printed in the newspaper.

Building and Maintenance Report:

Discussion: Jill is working on obtaining a Tech Soup code for discounts for our Zoom service. Sixel duct cleaning set off the fire alarms during their cleaning process. Per Mar did not follow the codes that were assigned to employees. Information is actively being updated. Jeff notes that the town employee who was contacted about this and scrambled to help by making phone calls to mitigate the issues that would have been bigger without his assistance. Carpet cleaning did not go as planned and they will have to come back to finish the upstairs.

Budget Review:

Public Accounts: Motion by Rich, seconded by Jeff, to pay bills listed on the public funds voucher list. Verification of Teach Internet is our internet provider. All ayes, motion carried.

Special Accounts: Motion by Rich, seconded by Jeff to approve payment of the special account of bills from the Laona Bank Special Account. Karen asks about Demmer Trust Expense. Jill clarifies that it will be pulled from the Building Maintenance Account. Kathleen asks about \$45 for State Park Passes if it is for a program. Jill clarifies that this is a trial program here. The passes are one time use. The library writes a date on the pass, and they must use the pass on that date. This is a statewide program though not all libraries need to participate. All ayes, motion carried.

2024 Year-End Budget Review: Kathleen asks Jill to discuss the over budget number. Jill clarifies that Peter had in the budget to pull certain expenses from the non-lapsing account. Most expenses came from five-year inspections that had not been budgeted for. Security systems went over including annual and five-year inspections by PerMar, the lift phone, permit and inspection. Despite our overage we pulled a lot from our maintenance account than we normally do. The cost of benefits has risen. The library tried to stay in line with AV materials so that we could overspend on Books in the summer. Kathleen highlights dental. We had nothing budgeted, but we spent \$9,000. The town gives \$750 per person. The town prefers that we budget \$0 for the dental instead of budgeting more than that. Jeff remembers that in the past the total amount was budgeted for per employee, and no one spent the amount, and the library gets to keep the amount if its not spent. So, the supervisor asked to budget this way so the taxpayers are not giving money that will not be given back if not spent. Jeff spoke with clerk Harris last week about 7500 over budget. Her reaction was that it is predictable that costs will go over and the library has other accounts that the monies can be pulled. Jeff suggests to Dan that as a future agenda item, he/we invite Clerk Harris or Lanae Kowalski to have them come to meetings to explain some of these items to us. All in agreement it is a good idea.

2025 Budget Review:

Quarterly Reports: Kathleen makes a motion, Karen seconded to approve reports as presented. All ayes. Motion carried.

Director Evaluation recap: Dan explains he met with Jill and went over 2024 performance. Dan told her overall everyone was happy with her performance. Jill outlined some goals for 2025. Kathleen asks for a copy of a summary document to Jill. Jill says that Dan consolidated the information and Jill printed it before the board meeting and handed it out. Virtual participants were sent it separately. Karen comments that hopefully evaluation was good as she is thankful for the director. Dan said he feels like he did cover that with her. Dan let Jill know that a raise was not budgeted for this year, but the board will work this year on getting her more money. Jeff points out overtime is not allowed by new labor laws. Jeff investigated and talked to Clerk Harris and Lanae Kowalski about this statue. Jeff suggests pulling money from the nonlapsing account for approximately \$5,000 cap, allowing Jill to work overtime and the library would get the same level of service from Jill. Come 2026, the board will need to figure out the next solution. Asked how she feels, Jill appreciates it, confirms it will come as an overage on the budget sheet, but she would be appreciative. Jeff notes that no one was up to speed with the new labor law, and didn't really anticipate it. Jeff believes that the library board offered Jill a salaried position, so she will need a new contract. Rich doesn't think there will be legal issues as is to her benefit. Jeff asks if we have an overwhelming consensus to go ahead. Dan agrees. Kathleen asks if there are unsalaried directors in the WVLS system and if we need to consult with WVLS. Jill says that this was originally brought to attention by WVLS, and other directors are also facing this issue. Most of the libraries that Jill has discussed it with have kept directors at current hourly rate for budget purposes. Jeff comments this is Jill's best interest as we cannot give her the state salary and she will be hourly regardless. And if this is not a viable option, other options should be reviewed. Rich offers to write another offer letter and discuss the next meeting. Jeff likes being able to increase her rate of pay.

Planning for 2025 Candidate forum: Jeff had been asked by Dianna to come up with a list of candidates. No one has filed papers against any town incumbents. The school board candidates are Brian Fritz, Juanita Duchrow, and Elisha Williams. Dianna believes the auditorium should be free for the event. Dianna and Dan like having it at the Theater. Dan will reach out to Collette to make sure the theater is available. Set up at 5pm, event at

6:30pm. About an hour or so. Clean up at 8:00pm. The event is scheduled Wednesday, March 26th. Note Patty has previous questions. (Jeff leaves at 4:52pm)

Unfinished Business:

Progress on Strategic Planning Committee: Jill did not hand out anything until the previous board meeting and wanted to give everyone time to review. This is set to be published.

Friends of Library revival: Karen mentions that Patty, Jill, and herself met with Jacqui Sharpe to see how to reactivate the charter for the Friends. Karen and Patty are currently in charge but they cannot be on the Friends Board as they are Library Board members. Karen and Patty will get the charter reactivated but need to recruit board members. They want board members who will be active with the fundraising and not just board members. Karen appreciates Jill and Jacqui. The book sales are going well. Sweatshirts are a slower fundraiser. Kathleen asks now that we have columns in the newspaper, can we use that for recruitment. We have and will continue to try. Karen and Patty are looking for a point person of the Friends. The Friends Board will need three people. If the Friends have five book sales a year, board members should help with at least two. Kathleen asks where it states that board members cannot be on the Friends board. This will be investigated.

Library Board Self-Evaluation: Suggestion by Dan to table until next month. Motion by Rich to table this until next month, seconded by Kathleen. All ayes. Motion carried.

New Business:

2025 Library Trustee Appointments: Jill just asks that everyone review their contact information for accuracy. Dianna and Kathleen have been renewed again. Dianna notes the typo in her email address.

Election of board officers for 2025: Dan is amicable to continue to be President and Rich is Vice President. Everyone is very happy with the current officers. Kathleen is amicable to be treasurer as well. Motion by Rich to accept Dan as president, Rich as vice president and Kathleen as treasurer, seconded by Karen. All ayes. Motion carried.

Review/approve 2025 holiday closed days: Rich moves that we accept the closure days for 2025 seconded by Kathleen All ayes. Motion carried.

Comments from public:

Future items:

Next Meeting: Regular meeting on February 18, 2024, 4:00 pm in the lower level of the library and/or via video/teleconference

The meeting adjourned at 5:05 PM. Motion by Rich, Seconded by Karen. All ayes. Meeting Adjourned.

Respectfully submitted: Jill Roth, Director