

Approved Minutes March 18, 2025  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Dan McKissack, Dianna Blicharz, Jeff Boehm (arrives at 4:03, left 5:16), Rich Mahlerwein, Kathleen Olkowski (virtual), Karen Meyer (virtual), Patty Wallesverd (left at 5:31)

Other Attendees: Jill Roth

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

**Agenda:**

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

**Approval of Minutes:**

Motion by Patty, seconded by Dianna to approve the regular meeting minutes of February 18, 2025. All ayes, motion carried.

Motion by Patty, seconded by Dianna to approve the special meeting minutes of March 6, 2025 with corrections. All ayes, motion carried.

**Correspondence:** An email regarding the State School Superintendent online forum was sent out with a registration link. Registration was required to be completed by 4:00 PM on 3/19/2025. *Jeff arrived.* Jill read an email from WVLS regarding the executive order signed on 3/14/25, impacting the Institute of Museum and Library Services (IMLS). WVLS asked libraries to wait until they received further guidance regarding any necessary actions. Both emails would be provided to the entire board.

**Committee Reports:**

**Three Lakes Public Library Foundation:** Did not meet, and no meeting was scheduled.

**Oneida County Library Board:** Met recently for a short meeting. The county had expected to sign contracts, but legal counsel was reviewing them first. The county anticipated having the contracts ready for signatures by the next meeting. The contract would need to be signed by the Demmer Trustees before being sent to the next county meeting. The county planned not to meet again until July.

**Director's Report:**

Discussion: Year-over-year numbers compared to March of 2024 showed a 34% increase in foot traffic/visits. The New Director Training Camp would not cost the Demmer additional funds, though with the status of IMLS in flux, the event may be in limbo.

**Building and Maintenance Report:**

Discussion: The exterior windows and upper internal windows were starting to get dirty, so Jill solicited some quotes. Katie added additional signage for wayfinding in the adult section of the library to improve ease of use. She also expanded the romance section. Previously, it had only included

paperbacks that could fit in the carousels, but now the romance books are on the shelf next to the paperbacks. This helped with overcrowding in the adult fiction section and assisted with wayfinding for romance readers. The town's shop supervisor had been great and helpful in all recent communications regarding plowing. There had been issues with ensuring handicapped spaces were accessible in the snow, but Josh had been checking in regularly. Jeff planned to work with the town to see if the concrete work happening with the veteran's memorial could also help trigger some work for the library. Jill also planned to run a name by Dianna and Jeff regarding a person who does concrete work.

### **Budget Review:**

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

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

2025 Budget Review: Custodial supplies were a little high, as the year started with a large order. Jill expressed concern about property maintenance costs, as there always seemed to be surprises, and they weren't using operational funds this year. However, all other costs appeared to be expected.

### **Unfinished Business**

Friends of Library revival: The school is having a volunteer fair. As part of the fair, the school is having organizations come in over the lunch hour to set up a table/booth. The Friends of the Library are going to participate April 14 and 15. The Library will also have a table for a time. This was intended to target those still needing to complete volunteer hours. Eighth graders were required to walk around town to highlight different organizations as well. Karen might bring candy as a motivator. Jill also mentioned the e-cycling event as a potential fundraising opportunity, though details were still being worked out.

Library Board Self-Evaluation: Advocacy for the library: Dan thought the board did a good job advocating. All members were passionate supporters of the library. Board members participated in programs more often and understood the library's offerings. Jeff noted that his role as appointee was different and tricky at times but emphasized that he believed the library was a wonderful resource. Jill and Dan were discussing creating a brochure to highlight all the services the library could offer the community. Dianna suggested highlighting the names of Trustees in their specialized programming areas. Engaging people remained the hardest part.

Meeting the service needs of the community: Dan thought the board did a great job in this area. Rich agreed, noting that the library served the community better than the community realized. The board's involvement in programs and strategic planning helped meet community needs. Trustees aided in programming and idea creation.

Fiscal responsibility: Rich thought the board did a good job being cautious with spending. Expenditures usually occurred when necessary, such as getting the concrete fixed. Trustees had been proactive in areas like the recently installed lights. Jeff noted that the town was paying \$50K/year in interest, which had not been considered in previous discussions, but overall, the library managed funds well.

Policy development and adherence: The board had done an adequate job ensuring policies were current. They expressed interest in returning to a planned schedule for policy review.

Support for the Library Director in operations: Jill confirmed she had full support from the board. Jeff noted that communication was a two-way street. Kathleen emphasized that the board's presence in the library showed support. Any issues that arose should be communicated to the board.

Continuing education regarding roles and laws: Trustee training courses were very helpful. In the future, the board planned to leave time to share what was learned in the board meeting following training. The lunch provided during training was also appreciated.

Preparation for meetings: Some members expressed that they could do a better job coming to meetings fully prepared. It was suggested to bold items in the director's report to make it easier to skim. Paper hard copies were preferred, and the color coordination helped.

Participation in meetings: The board was active in discussions. Each member contributed something different, making the board more sustainable.

Meeting format: The format worked well.

Following Robert's Rules of Order: The board did fine.

Wisconsin Open Meeting Law: The board felt they could learn more about this law, but overall, they could rely on the director for guidance.

Planning for 2025 Candidate forum: The Brew Station had Wi-Fi, so a video conference would be created for the event. The goal was to send invitations out sooner next year for better candidate turnout. Juanita had already provided an information page for display at the library. Dan planned to reach out to school board candidates to obtain an information sheet about them for distribution at the event. Brian and Elisha had candidate pages on Facebook. A laptop would be available for viewing the video conference for Brian. All candidates, including the town board candidates, would do an online introduction. Rich would provide the laptop/webcam. At 6:30 PM, the school board candidates could introduce themselves for 5-10 minutes. Dan would introduce each candidate. In-person candidates would go first, then the video conference would take place. After the school board candidates, town board candidates could introduce themselves. Printed statements from each candidate would be helpful for informational and attendance tracking purposes. Jill wanted to include the statements from the candidates for superintendent of schools as well. The board would arrive an hour early for setup. The event would not be boosted on Facebook, but board members would reshare the event on their profiles. The goal was to have 30-50 attendees.

Review new donation form: A couple of small changes were made to the form. The commas on the front were a bit distracting so Dan will adjust. Linnea's contact information was included for the section on the Celebration Garden. It was suggested that the wording regarding donations in perpetuity be added, and it was clarified that donations were tax-deductible. A few printed forms would be made available at the Brew Station. Jill planned to sign the library up for Venmo and include a QR code on the form. *Jeff left the meeting.*

**New Business:**

Overtime funds: The letter Rich provided had appropriate wording. Jill would print it on letterhead, and Rich would sign it so it could be dropped off at the Town.

Laona Bank Accounts: Laona is closing, so Jill proposed moving the primary checking account for donations to Forward Bank. Motion by Patty, seconded by Dianna to move the library's Laona bank accounts to Forward Bank. All ayes, motion carried.

Linnea Ebann – Front of Building Landscaping: Linnea was unable to attend this meeting and would also be unable to attend the next two regular meetings. She asked to present landscaping plans to the board. The meeting would be brief, and the board agreed to meet on May 13th at 4:00 PM. Dianna requested to see the plans in advance so questions could be asked during the meeting. Jill would reach out to Linnea to confirm the date/time and request the materials.

Fine Procedure: Questions about the procedure/policy came up at the previous meeting. Jill had written a loose description of the procedure she had shared with staff. She explained the intentional wording behind the fines procedure and the research supporting it. More libraries in the consortium were becoming fine-free each year. Dan recommended adding the phrase "at the discretion of the director" to the policy for clarity. Dianna wished the fines procedure had been reviewed by the board beforehand. *Patty left the meeting.* Kathleen asked if anything prevented someone with overdue materials from checking out new items. Jill clarified that fines had to reach \$3 before a freeze on the account. The policy would be reviewed at the next meeting to update it with the discretionary wording.

Comments from public:

Future items:

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

The meeting adjourned at 5:37 PM. Motion by Karen, Seconded by Rich All ayes, motion carried.

Respectfully submitted: Jill Roth, Director