

Approved Minutes May 20, 2025
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dan McKissack, Dianna Blicharz (Arrives 4:05), Rich Mahlerwein (virtual), Kathleen Olkowski, Karen Meyer (virtual), Patty Wallesverd

Other Attendees: Jill Roth, April Hansen, Beth Jacobsen, Ann Asbeck

Absent: Jeff Boehm

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 Rich to approve the regular meeting minutes of April 15, 2025, as amended. (Amendments: a request to add last names under correspondence; correction of Kathleen's status to "absent" only; and clarification of volunteer details under Friends of the Library.) All ayes, motion carried. Motion by Patty, seconded by Dianna, to approve the special meeting minutes of May 13, 2025, as amended. (Amendments: {Dianna arrives} adding the name of the virtual attendee; removing the word "team"; and rewording sentences for clarity.) All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: Not met

Oneida County Library Board: Not met

Director's Report:

Jill reported that the "Book a Room" tool had officially launched and that people could now book rooms online. She highlighted upcoming programs and addressed the topic of a harassment caller. When asked about her favorite sessions at WAPL, Jill shared that she found sessions on copyright, record retention, and AI policy sharing to be valuable learning experiences. She noted that Soup and Social Hour had gotten off to a slow start but was highly valued.

Building and Maintenance Report:

Staff suggested the previously recommended idea of a "Knowledge Empowers" sign from a requesting family, and the family is reviewing this option with relatives. A staff member went to Sherwin Williams to purchase touch-up paint and received the contractor discount. Per Mar returned and informed staff that the communication box was no longer working. They replaced it, and the installer committed to requesting that the library not be charged.

Budget Review:

Public Accounts: Motion by Patty, second by Karen, to pay bills listed on the public funds voucher list. A question arose regarding the patron cards line item. The library had been running short on library cards. Discussion followed. All ayes, motion carried.

Special Accounts: Motion by Karen, seconded by Rich to approve payment of the bills from the Laona/Forward Special Account. Money has been moved from Laona. All ayes, motion carried.

2025 Budget Review: Jill noted that the cost of lift batteries would come from the maintenance account and that the yearly Children's Museum Pass would be paid from the Friends Account. Copies of those reports were available upon request.

Unfinished Business

Friends of Library revival: The Friends group prepared for the Memorial Day Book Sale. Five volunteers had been assigned to the sale. Volunteers could enter at 8:45 a.m. for setup. Discussion occurred about pricing changes. All items would be priced at \$1. A cash drawer and new pricing sheets were ready.

C. Circulation Policy – 2020: Kathleen pointed out a spacing issue in the written policy. Rich asked when library card expiration dates occurred. Jill explained that expiration now occurred on the cardholder's birthday rather than the date of issue, allowing for a more even renewal distribution. Staff had been instructed to ask patrons if any contact information had changed in the last year. The policy language on "Fine to Fee" was also revised. A question was raised about whether patrons would still be fined by other libraries. Jill explained the VCAT recommendation for libraries to waive fines for patrons whose home library is fine-free. Motion to approve the circulation policy with specified changes by Kathleen, seconded by Patty. All ayes. Motion carried.

Trustee Essentials Chapter 4: The board reviewed the chapter and commented that trustees had consistently attended and come prepared. Trustee Week will occur in August.

New Business:

O. Inclement Weather and Emergencies Policy - 03-2020/ Oa. Emergency procedures - 09-2020: Rich noted that exceptional circumstances might prevent staff availability due to non-public-health-related diseases. He suggested adding "or health of library staff" to the final sentence of the first paragraph. Rich mentioned editing the "no medication including aspirin should be dispensed to the public" portion to include "except in extreme life-threatening circumstances" or other means of including epi-pen, Narcan, or AED dispensation. Jill will make changes to the policy and come back with another draft. Motion by Patty, seconded by Rich to table this policy review. All ayes. Motion carried.

Landscaping Project: Staff distributed the new quote for phase one of the landscaping project on the left side of the entrance. Discussion followed on quote changes and pricing. The new quote included pavers. Board members requested more detailed information, particularly regarding the line "Labor and materials not included." Ann Asbeck commented that MK would have charged for installing the stone tables, but the town had completed the installation, saving \$5,000. Kathleen questioned proceeding without a full project overview. The board discussed tabling the project until more detailed, itemized quotes were provided, including clarification on electrical, labor, placement, and boulder counts. Stage 2 involving the StoryBook Garden was also discussed. Beth encouraged the board to review previous plans to determine municipal vs. library control and was encouraged by the board's diligence. Ann said she might have drawings available. Jill agreed to gather clarifications and proposed a special meeting if needed. Motion by Patty, seconded by Dianna to table this until more information is available. All ayes, motion carried.

Comments from public: Kathleen requested that the board clarify the library's property boundaries before the next meeting. Ann Asbeck commented that doing work in phases could imply approval of the full project. She suggested renaming it the "Left Landscaping Project." She asked whether anyone had consulted Sue Harris regarding bid requirements for projects exceeding a specific amount unless funded privately. She also noted that if any public employee participated, the project must go to bid. StoryBook Gardens would need to restart its funding process. She also noted the town's designation of the green space as public.

Next Meeting: Regular meeting on June 17, 2025, 4:00 pm in the lower level of the library and/or via video/teleconference

The meeting adjourned at 5:31 PM. Motion by Patty, Seconded by Karen All ayes. Meeting Adjourned.

Respectfully submitted: Jill Roth, Director