

Approved Minutes July 15, 2025
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dan McKissack, Kathleen Olkowski, Karen Meyer (virtual, left at 5:00pm), Patty Wallesverd, Dianna Blicharz (arrived 4:02pm)

Other Attendees: Jill Roth, April Hansen, Beth Jacobsen, Mari Lyn Garbowicz, Ann Asbeck (virtual/phone)

Absent: Jeff Boehm, Rich Mahlerwein

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

Agenda:

Motion by Kathleen, second by Karen, to approve the agenda in any order. All ayes, motion carried. (Dianna arrived)

Landscaping Project – Stage 1 (Conceptual): Linnea had been contacted. No itemized quote had been received because the landscaper had not responded. Jill scheduled a meeting with StoryBook Gardens to discuss new plans. The Town sprayed lines showing the area the library was allowed to work with regarding land use. The library intends to create a StoryBook Garden space going forward. The board discussed town property and library property use and ownership. Beth requested clarification from the last meeting minutes about the “play stations” comment. The comment referred to Dianna’s suggestion of a patriotic book tied to patriotic stations in the StoryBook Garden, which would connect to the veterans memorial next door.

Beth and Mari Lyn thanked the board (Beth and Mari Lyn leave at 4:14 p.m.). Kathleen requested that, when referencing grounds projects, “Landscaping” should refer to the left side of the front celebration garden, and “StoryBook Garden Landscaping” should refer to the right side.

Approval of Minutes:

Motion by Patty, second by Dianna, to approve the regular meeting minutes of June 18, 2025, with amendments, all ayes, motion carried.

Correspondence: DPI had received the remainder of its IMLS federal funding for the year. The State passed its yearly budget and increased library funding for the next two years. This funding would trickle down through Libby, BadgerLink, and consortium support.

Committee Reports:

Three Lakes Public Library Foundation: On Friday, June 20, the Foundation held its annual meeting. Bob Werner resigned as President of the Three Lakes Public Library Foundation, and Dianna B. became President. The board discussed the celebration garden and items that needed to be invoiced and completed. Members asked whether grout or sand should go between the pavers. Jill believed Linnea had requested funds to add grout or sand.

Oneida County Library Board: The next meeting was scheduled for Thursday at 1:00 p.m. Contracts were expected to be distributed next week.

Director’s Report: Jill highlighted a WVLS suggestion to update billing practices in line with the change in the fee policy. The suggestion shortened the overdue notice and billing notice timeframes.

Jamie, the Circulation Desk Clerk, submitted her notice because she accepted a full-time position at Olson Memorial Library. The open position was 14 hours a week. The board discussed where previous outreach duties were distributed. Messy Masterpieces had an attendance of 70 participants. Library usage statistics for June showed that, if trends continued, foot traffic would increase by 6,000 people for the year. Kathleen asked about the Aspirus grant for the Soup and Social Hour: Was the program slow to start? It was, but it helped feed those who needed it. The board asked about WiLS: Was it an independent board or a subcommittee? Jill explained they were their own organization finding outside ways to support libraries (including "In Action" grants). They operate independently with appointed and elected board members.

Building and Maintenance Report: Patch Pro's advertised on Facebook and provided a quote for the concrete work. The contractor offered to address the sidewalk at the main entrance, the crack on Huron Street, and the museum side entrance concrete. He quoted each item individually.

Jill said she lacked the expertise to determine if the proposed work was the best solution for the library's concrete issues. This company had completed work at a local business, and the results appeared well done.

A suggestion was made to seek Josh's and Jeff's opinions. Josh expressed skepticism about whether the patch would be a lasting fix or just a temporary measure. Jill agreed to forward the quote and information to Josh and Jeff. Dan requested the information also be sent to him.

The Historical Society was having work done on the Johnson House. They removed the library's garbage corral and decided to place their fire escape in that location. The current garbage can placement was wearing the siding corner. The corral had kept the public and animals out of the garbage. Jill planned to request that the Historical Society add a discussion of the fire escape plans to its agenda.

Budget Review:

Public Accounts: Motion by Kathleen, second by Patty, to pay bills listed on the public funds voucher list. The large WVLS expense was the annual charge for the ILS, website support, etc. Discussion. All ayes, motion carried.

Special Accounts: Motion by Patty, second by Karen, to approve payment of the bills from the Laona Bank Special Account. All ayes, motion carried.

2025 Budget Review: Discussion — The library currently employed a custodian who was between school and military service. His last day was TBD as he had not yet received basic training dates. He was a young adult learning the job. The last custodian had been terminated. A board member asked why he was terminated, and information was provided.

Quarterly Reports: Motion by Patty, second by Dianna, to approve the Quarterly Report. Karen reported that the Friends Book Sale went well. The Town of Three Lakes decided to review library records because the library used the town's EIN for all accounts. The board discussed whether the town would request more details on all expenditures.

Jill stated the library was audited annually and she provided the information to the auditors each year. This year, the auditors asked the Town why they only received overview reports and not detailed reports. The Town requested detailed reports. Jill expressed concern that this was a duplication of effort and hoped that in the future the Town would accept the previously provided reports. All ayes: motion carried.

Unfinished Business

Friends of Library revival: Patty stated that the group had many books in storage. She suggested hosting a pop-up giveaway, offering free books from 9:30 a.m. to 11:00 a.m. Patty asked the board if they approved of holding the event on the Monday after Pumpkin Fest.

The board discussed possibly holding an “End of Year Giveaway” instead. A member asked how many hours it would take to set up a book sale. An end-of-year giveaway could help people without funds to provide gifts. Mid-December was suggested as an alternative date.

O. Inclement Weather and Emergencies Policy - 03-2020: A few changes were made to this policy. Motion by Patty, second by Dianna, to accept the changes to the Inclement Weather and Emergencies Policy. All ayes, motion carried.

Oa. Emergency procedures - 09-2020: Motion by Patty, second by Dianna, to accept the changes to the Emergency Procedures policy. All ayes, motion carried.

New Business:

Budget Presentation: Jill presented two versions of the budget — one in the format the Town used and one in the format the Board used. The one-time monies request was under review. This request would maintain current operations while drawing from the Foundation for operational costs that should come from the Town. Jill stated it was inappropriate for the Foundation to fund certain line items that should be Town-funded. Jill has graphs that show with inflation that the library has been underfunded. Kathleen noted that the “Actual Needs Request” under Contract Services showed a large increase. Jill explained the increase reflected a proposed shift from a custodian to a cleaning service, based on a quote from Victory Janitorial for one day a week. Staff would continue handling bathroom paper, toilets, garbage, vacuuming, and sweeping, while property maintenance would remain the same. Jill requested adequate funding so the Building Maintenance Account could be used only for carpet cleaning, deep cleanings, and annual maintenance by Town staff.

Motion by Patty, second by Kathleen, to approve the one times monies request. All ayes, Motion carried.

Motion by Kathleen, Second by Patty, to approve the actual needs request. All ayes, Motion carried.

Mini Grant Request: April’s computer failed and needed replacement sooner than expected. Motion by Dianna, second by Patty, to forward the mini grant request to TLPLF. All ayes, motion carried.

C. Circulation Policy – 2025: Motion by Patty, second by Dan, to accept the changes to the circulation policy. All ayes: motion carried.

Comments from the public: Dianna reported she was still looking for fundraising projects for the TLPLF. The Foundation had investments and funds and wanted to do more fundraising. Jill agreed to send an email about Trustee Training scheduled for August 18–21 from 12:00 p.m. to 1:30 p.m. each day.

Next Meeting: Regular meeting August 19, 2025, 4:00 p.m., library lower level and/or via virtual attendance.

The meeting adjourned at 5:38PM. Motion by Patty, Second by Kathleen, All ayes. Meeting Adjourned.

Respectfully submitted: Jill Roth, Director