

Approved Minutes August 19, 2025
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dan McKissack, Dianna Blicharz, Rich Mahlerwein, Kathleen Olkowski, Karen Meyer (virtual), Patty Wallesverd, Jeff Boehm (arrives 4:55)

Other Attendees: Jill Roth, An unnamed call in

Absent:

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

Agenda:

Motion by Rich, seconded by Patty, 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 July 15, 2025, with added punctuation. All ayes; motion carried.

Correspondence: The town adjusted the budget process this year and invited the library to bring information to the special meeting about funding requests (Jeff discussed this topic later in the meeting).

Committee Reports:

Three Lakes Public Library Foundation: The Foundation had not met since June 20. Dianna worked with Linda Goldsworthy and others about taking over the maintenance of the Celebration Garden. Motion by Patty, seconded by Rich, to transfer maintenance and upkeep of the currently completed sections of the Celebration Garden to the Three Lakes Public Library Foundation. All ayes; Motion carried. The board posed questions regarding how TLPLF would document Celebration Garden maintenance costs going forward. The board mentioned adding a specific line item for documentation.

The Foundation also returned to a model of charging an additional 16% on large-ticket memorial items. The 16% upcharge monies were designated specifically for maintenance.

Oneida County Library Board: The board met in July. Oneida County had not fully approved the contracts yet. The Library Directors were notified via email that an Oneida County Executive Committee meeting would be held next week. There was a question about whether directors needed to attend.

The committee requested extensive financial documentation. The State received the remainder of its LTSA funding for the fiscal year.

Director's Report: The open circulation position was filled by Maggie Mack, who was scheduled to start on Monday. The library had a custodial position open again. The previous janitor still possessed his keys and fob; Jill was working to recover them.

A trustee asked what "automating bib record adoption within the ILS" meant. Jill explained that this automation would save Katie time and energy in cataloging and would expand library offerings sooner.

Jill highlighted Digitization Day, which took place in August.

Building and Maintenance Report: The basement security camera failed, and the library was waiting for a replacement quote. In addition, about half of the cameras were not recording. Jill was waiting for the company responsible to respond.

On September 23, a planned Sierra migration from a local host to a cloud-based host will take place. The ramp on the museum side was repaired.

The relocation of the garbage cans forced the gutter to be reworked, and a quote was provided. Another option, considered the appropriate solution, was more expensive and addressed an area where rooflines meet that caused spillover in extreme weather. The lesser option was adequate for the building, and the monies came from the Demmer Trust.

Quotes were requested for fencing around the garbage cans and for pea gravel underneath.

Budget Review:

Public Accounts: Motion by Patty, seconded by Dianna, to pay bills listed on the public funds voucher list. The board discussed Quicken. All ayes; motion carried.

Special Accounts: Motion by Rich, seconded by Kathleen, to approve payment of bills from the Laona Bank Special Account. The board discussed oil painting grant money. All ayes; motion carried.

2025 Budget Review: The board discussed items already at 100%. Jill explained which were once-yearly bills already paid, and which line items would exceed 100% by year-end (e.g., mileage and meals).

Unfinished Business

Friends of Library revival: The next event would be the Pumpkinfest Book Sale. New bags had been ordered at a new price. Karen stated she wanted to work with Jill on publicity and posters so that the public could see what the Friends were raising money for. The board discussed publicity and sign-up sheets.

Landscaping Project (Conceptual): A detailed quote was provided. The board discussed the lack of design for the right side of the entrance.

Motion by Rich, seconded by Patty, to approve the quote as long as it included labor and did not exceed the quoted amount. All ayes; motion carried.

New Business:

Mini Grant Requests: The library requested funding for a Demmer-specific program that rewarded reading with personal pan pizzas. Motion by Patty, seconded by Dianna, to forward the mini grant to the TLPLF. All ayes; motion carried.

Trustee Essentials Chapter 13: The board discussed how to advocate for the library. Jill agreed to add Library Advocacy Goals to the January 2026 agenda. The board discussed various library holidays.

Suggestions included trustees writing letters to the editor advocating for the library, hosting an evening event or program, and asking April about advocacy programming. (Jeff arrived)

Correspondence Revisited:

After Jeff arrived, discussion resumed. Jeff suggested that each Town supervisor meet with Jill or Dan to learn what the library did and what it requested. The board discussed how this could improve understanding between the Town and the library.

A suggestion was made to add a yearly agenda item: a report from the library on activities and funding requests.

Comments from public: none

Next Meeting: Regular meeting on September 16, 2025, 4:00 pm in the lower level of the library and/or via video/teleconference

The meeting adjourned at 5:06 PM. Motion by Patty, Seconded by Rich, All ayes. Meeting Adjourned.