

Approved Minutes September 16, 2025
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dan McKissack, Dianna Blicharz, Rich Mahlerwein, Kathleen Olkowski, Karen Meyer, Patty Wallesverd, Jeff Boehm (arrives at 4:21pm)

Other Attendees: Jill Roth, April Hansen

Absent:

Dan McKissack called the meeting to order at 4:02p.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 August 19, 2025 with changes. All ayes, motion carried.

Correspondence: The board packets included a Milwaukee Journal Sentinel article about greater budget issues at the federal level. Trustees asked questions about sending postcards to representatives and funding for Libby. Jill shared stories of positive patron interactions with library staff.

Committee Reports:

Three Lakes Public Library Foundation: The Library Foundation added two new members and looked for two more. Positions were scheduled for be formally changed at the next meeting to allow two members to take board positions as two members stepped down. The Foundation turned down the motion to approve the front left landscaping. Members requested more information, additional bids, and walk-throughs of the project. They discussed whether the Foundation needed to establish guidelines and bylaws on approving library requests. Dianna invited the Public Library Foundation to come to a trustee meeting to see how decisions were made and to meet the Library Board. The next TLPLF was scheduled for Monday, the 22nd at 4:15pm. (Jeff B. arrived.)

Oneida County Library Board: Had not met. Next meeting was scheduled for November.

Friends of the Library Revival: Next book sale was scheduled for Pumpkinfest. A storage area was cleared in the downstairs closet for Friends' use.

Director's Report:

Oneida County budget hearings were schedule for the first week of October, most likely October 8. The county announced planned budget cuts. Having a physical presence was important and directors encouraged people to attend. Jill was asked to send out a reminder to trustees to attend. Year over year, Summer Reading participation continued to increase. A vaccine clinic was scheduled for October 20. Trustees were encouraged to attend. The daycare could not pay for a visit from Candice for a special story time but they were interested in attending Demmer Story Time. Jill explained the Book Bites Program, including funding support from the Community Foundation for marketing materials (pizza for reading.) The logs will distributed at the school, and students need to come into the library to receive prizes. A trustee asked if we have a contract with Baker and Taylor. Jill explained that there was no contract, but the library does receive a discount. Baker and Taylor had been purchased by another distributor. Jill explained that the EO Johnson printing contract states they maintain the library's printers/copiers and provides ink. There are meters on the printers and the library is billed quarterly based on the usage. The Milwaukee Journal Sentinel had been donated for two years from an anonymous donor through the TL Community Foundation. A Trustee suggested obtaining matching grants through the Community Foundation on an annual basis. The previous janitor did not return the keys. The Community Foundation held a

photo contest and the library received a \$100 donation after the winning family selected the library as the recipient of the contest funds.

Building and Maintenance Report:

The Sierra server migration was scheduled for the following Tuesday. Sierra was migrating from local servers to cloud servers, and most user services were unavailable that day. The library was able to check out items through the Sierra offline service. Social media and press releases went out to inform patrons. Cameras had ongoing issues. A camera previously thought to be nonfunctional, was returned to service. The company reported our cameras were too old for the new software, and the library needed to upgrade. A quote for the new cameras was expected that week. Gutter work was scheduled for completion the following Tuesday.

Budget Review:

Public Accounts: Motion by Rich, second by Karen, to approve payment of the bills listed on the public funds voucher list. Discussion included Quicken and a typo in the title. All ayes, motion carried.

Special Accounts: Motion by Karen, seconded by Rich to approve payment of the bills from the Forward Bank Special Account. Discussion included Story Book Garden monies and pass-through account explanation. All ayes, motion carried.

Maintenance Accounts: The payment for the maintenance that Josh performed in 2024 was made in January 2025, and the 2025 payment was made earlier in the year. Jill offered to keep this report in the packet moving forward.

2025 Budget Review: Jill highlighted the breaking out of the use of the property maintenance account differing from than what was shown in the past. She added this detail for transparency in showing the monies drawn from the maintenance account instead of the public funds.

Unfinished Business

Landscaping Project (Conceptual): There were no updates. Candice, Jill, Mari Lyn and Beth met to come up with ideas and needs. Those ideas were passed to Linnea Ebann who planned to reach out when she had new designs.

New Business:

Ann Asbeck Recognition: A donation collection will be accepted in Ann's name. A Garden book memorial and a library book were discussed. If Tom is ok, a note in the newsletter.

PR/Social Media/Filming Policy: This is a new policy. Rich makes a motion to approve the PR/Social Media/Filming Policy as written with any minor edits required, seconded by Karen. All ayes. Motion carried.

Mini Grant Requests: Patty made a motion to forward the WLA conference mini grant to the Foundation, seconded by Karen. All ayes. Motion carried. Rich made a motion to approve August Scavenger Hunts being funded by the Former Friends of the Library Funds going forwarded, seconded by Kathleen. All ayes. Motion carried.

Comments from public:

A suggestion was made to install a plaque in memory of Ann Asbeck. The plaque in the Tamarack of past board presidents will be finished with final year.

Next Meeting: Regular meeting on October 21, 2025, 4:00 pm in the lower level of the library and/or via video/teleconference

The meeting adjourned at 5:22 PM. Motion by Jeff, Seconded by Rich All ayes. Meeting Adjourned.

Respectfully submitted: Jill Roth, Director