

Approved Minutes October 21, 2025  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Dan McKissack, Dianna Blicharz (virtual arrived at 4:18pm), Rich Mahlerwein, Kathleen Olkowski, Karen Meyer (virtual), Patty Wallesverd

Other Attendees: Jill Roth, April Hansen

Absent: Jeff Boehm

Dan McKissack called the meeting to order at 4:05p.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 September 16, 2025, with changes. All ayes, motion carried.

**Correspondence:** Jill added a "Trustee Tale" to the packet. This was a publication provided to trustees.

**Committee Reports:**

**Three Lakes Public Library Foundation:** The TLPLF had two new board members that were very interested in the bylaws and articles of incorporation to gain a better understanding of how the Foundation should operate. They scheduled someone to come in to talk about investments. The Foundation looked at revising the bylaws and how they process requests from the library director and trustees. M & K landscaping attended a meeting to discuss the plans with the library board of trustees approved. The board wanted it known the monies used for landscaping were remaining funds from the building project. The library board requested a copy of the new bylaws once they are completed. The end of the year giving campaign from the Foundation was planned as a post card mailing. They looked for additional ways to fundraise for the library. Dianna invited the other members of the Foundation to attend a trustee meeting to meet the library board.

**Oneida County Library Board:** OCLB was schedule to meet November 13<sup>th</sup>.

**Friends of the Library Revival:** Pumpkin Fest Book Sale was a success. The Friends earned around \$600. A request was made for better signage on the main road directing people to the library. Patty, Kathy and Karen agreed to investigate signage.

**Director's Report:** The Oneida County Funding was narrowly approved this year. Funding was for the entire county. The library's main book supplier, Baker and Taylor, closed. The October book order was placed through Amazon, but delivery dates were delayed until November. Brodart and Ingram were the next suppliers in line and were limiting new accounts. The library started an evaluation of Penworthy as a possible choice for kids' books. The library has just completed survey week. Library visits are up. Veteran's Services is uncertain as the representative will be retiring. Discussion of the Pizza Party.

**Building Maintenance Report:** The cameras are currently back to being motion activated and with 120-day retention with older software. Gutter work was completed. Discussion of quotes for garbage enclosure and where the funding would come from. The Historical Society has scheduled phone separation and internet from our services as well.

**Budget Review:**

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

Special Accounts: Motion by Patty seconded by Rich to approve payment of the bills from the Forward Bank Special Account. Discussion of the \$10,000 donation and what will that go toward. The funds were undesignated and could be used in many places. All ayes, motion carried.

Maintenance Accounts: Motion by Patty, seconded by Rich to pay the bills from the maintenance account. All ayes, motion carried.

2025 Budget Review:

Quarterly Reports: Extra reports were given to the town, so Jill included them with the board packet. The auditors want to see all the details. The Friend's Account does not reflect the Pumpkin Fest Book Sale income. Motion by Rich, seconded by Patty to approve the quarterly reports. All ayes, motion carried.

**Unfinished Business**

Landscaping Project (Conceptual): No significant updates. The Foundation has been paying someone to spruce up the gardens and MK Landscaping has given a quote for things that need to be replaced in the spring.

Ann Asbeck Recognition: Linnea said there are two granite books still available. The cost is \$300 and another \$150 to engrave. Small brass plaque around a tree is \$225. Quiet discretion about obtaining donations was advised.

**New Business:**

K. Internet Use Policy – 2015: Motion by Patty, Seconded by Rich to accept the changes to the Internet Use Policy with changes. All ayes. Motion carried.

**Comments from public:**

**Next Meeting: Regular meeting on November 18, 2025, 4:00 p.m. in the lower level of the library and/or via video/teleconference**

The meeting adjourned at 5:30 PM. Motion by Patty Seconded by Rich All ayes. Meeting Adjourned.

Respectfully submitted: Jill Roth, Director