

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

Trustee Attendance: Dan McKissack, Dianna Blicharz (joined virtually at 4:06pm), Rich Mahlerwein, Kathleen Olkowski, Karen Meyer, Patty Wallesverd (arrives 4:03pm), Jeff Boehm (arrives 4:03pm)

Other Attendees: Jill Roth, April Hansen

Absent: none

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

Agenda:

Motion by Karen, seconded by Rich to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes:

Motion by Rich, seconded by Karen to approve the regular meeting minutes of November 18, 2025, with amendments: Two sentences fixed for tense. (Patty and Jeff arrived) All ayes, motion carried.

Correspondence: Jill sent out a link from WPR about library funding.

Committee Reports:

Oneida County Library Board: Will not meet until February

Friends of the Library Revival: Jingle Mingle Book Sale occurred over Thanksgiving weekend. The sale did not generate significant revenue, but attendance remained steady. Two additional individuals expressed interest in joining the Friends group.

Director's Report: The president of WVLS offered to pay for engraving for a memorial for Ann Asbeck in the Memorial Garden. Library Legislative Day was scheduled for February 10. The board discussed closing the library for a staff in-service day and CPR training. Jill requested ideas to serve the community. The board discussed the 2026 budget and the levy lift that was voted down. The approved library budget was the budget using one-time funds. Jill offered to present at a town board meeting to highlight library services.

Building and Maintenance Report:

Discussion: The lift made a chugging motion, but continued to operate. The side emergency exit did not appear to seal properly and allowed water to leak inside.

Budget Review:

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

Special Accounts: Motion by Rich, seconded by Karen to approve payment of the bills from the Forward Bank Special Account. All ayes, motion carried.

Former Friends Account: Motion by Karen, seconded by Patty, to approve payment of the bills from the former Friends of the Library Account. All ayes, motion carried.

2025 Budget Review: Jill noted that there is one more pay period that will go on 2025's operating budget.

Unfinished Business

Garbage Enclosure: Jill presented photos of the vinyl siding for the garbage enclosure. The original siding that the other enclosures used was discontinued. The board discussed the issued and requested Jill get clarification on the details and provide a new quote with installation and correct amount of siding.

Ann Asbeck Recognition: The amount in Ann's donation envelope remained unchanged, and no further action occurred.

Director Evaluation: Board members reported that they had not seen the link in the email. Dan stated he would collect comments from the board and meet with Jill one on one to discuss the evaluation.

Landscaping Project: No significant updates occurred. Linnea continued working on plans and remained very cognizant of the board's desires. Jill stated that she assumed the plan was to remove the Storybook Garden homes.

New Business:

Library Board Appointments: Rich and Dan agreed to renew their terms. Jill requested everyone update their contact information. The second page listed the 2026 Board meeting dates. A note was made to fix Chairman Brisk's email.

Planning for Candidate Forum: Candidacy paperwork was due the first Tuesday in January. Both Ella Baltus and Ed Cottingham announced they were running again. Jeff invited people to run for town office. March 30th remained the date selected for the forum. Save the dates were distributed to potential candidates. The board discussed the planning process. A list of candidates would be available next month.

Library Board Self Evaluation: The form provided is a standard DPI Board Evaluation. Dan requested that board members complete the form for next meeting. A suggestion was made to have your elevator speech ready. The board scheduled discussion of advocacy goals will be on January's agenda. The board discussed current board activity, and clarified expectations for feedback. (Jeff left)

Committee Reports:

Three Lakes Public Library Foundation: End of year giving postcards were mailed and delivered to the library for distribution. The Foundation stated that it believed it was the responsibility of the Board of Trustees to oversee what needs to be done while the Foundation would serve as the financing partner. The Foundation scheduled a meeting in January. TLPLF's mission was stated as supporting finance programming, special collections, special project needs, and professional development. The Foundation continued working on funding guidelines. Dianna stated that she would communicate the library boards concerns about what information the Foundation needs to fund a project.

Comments from public: None

Next Meeting: Regular meeting on January 20, 2025, 4:00 p.m in the lower level of the library and/or via video/teleconference

The meeting adjourned at 5:23 PM. Motion by Patty, Seconded by Karen All ayes. Meeting Adjourned.

Respectfully submitted: Jill Roth, Director