

Approved Minutes January 20, 2026
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Dan McKissack, Dianna Blicharz (virtual-joined at 4:04pm), Rich Mahlerwein, Kathleen Olkowski (virtual), Karen Meyer, Patty Wallesverd (virtual), Jeff Boehm (Leaves at 5:19pm)

Other Attendees: Jill Roth, April Hansen, Juanita Duchrow (virtual) (leaves before end of meeting)

Dan McKissack called the meeting to order at 4:02 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 Patty, seconded by Karen to approve the regular meeting minutes of December 16, 2025, with amendment. All ayes, motion carried.

Correspondence: No letters

Committee Reports:

Three Lakes Public Library Foundation: (Dianna joined virtually) TLPLF were working on bylaws. The Foundation completed a fundraising mailing. An investment banker was scheduled to attend on Monday January 26, to get members current on investments. The board suggested hosting a library program with an investment banker.

Oneida County Library Board: Nothing was reported. The next meeting was scheduled for February 12th at 1pm. The plan of service was scheduled be presented and discussed at the next meeting.

Friends of the Library Revival: Nothing new was reported.

Director's Report: Marla the president of WVLS announced she would retire in May. No successor had been appointed. Katie Kirby began working for the Three Lakes Historical Society a couple hours per week cataloging their collection. This helped fulfill a contract we have with the society regarding funds received for programming help from April. There was an error in the year-to-date circulations, so a small correction was made. General library visits have trended upward.

Building and Maintenance Report: Plumbers were called for the main floor toilet but canceled as the clog was cleared. April pursued paint to fix the chips on the wall. Josh encountered difficulty fully clearing the handicapped parking spaces due to the placement of the handicap signs which caused snow buildup. Josh will relocate the signs to fix this issue.

Budget Review:

Public Accounts: Motion by Rich, seconded by Patty to pay bills listed on the public funds voucher list. Discussion occurred. TEACH internet was the library's internet contract with the state. The board also discussed book purchases and vendor updates. All ayes, motion carried.

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

2025 Budget Review/Current account balances:

Quarterly Reports: Motion by Rich, seconded by Karen, to approve the quarterly account reports. The board suggested adding titles to reports to differentiate which are informational and which require board action. All

ayes, motion carried. The non-lapsing account is now at \$0 as the funds were used to cover the amounts that exceeded the 2025 operational budget. Sue transferred funds from other town accounts.

2026 Budget Review: Subscriptions are paid in one lump sum at the beginning of the year.

Unfinished Business

Ann Asbeck Recognition: April informed the board she reached out to Tom Asbeck but had not heard back.

Director Evaluation: Dan was scheduled to meet with Jill the following day to discuss.

Garbage Enclosure: Jill requested an updated quote with the materials but had not heard back from the vendor. The board discussed Menards and independent contractors, and Wisconsin Building Supply.

Planning for Candidate Forum: Jill noted that a primary was scheduled for February 17th as five candidates were running for two seats. The board discussed a request for candidate information prior to the primary. The board decided to request information sheets from the five candidates and make them available at the library to help inform voters. Jeff agreed to ask Chairman Brisk to announce this at the town board meeting that evening. The Brew Station was selected as the Candidate Forum location. Patty agreed to send the questions to Jill for inclusion in the next board packet so that the board could select preferred questions. Board members were encouraged to submit additional questions.

Skipped to Election of Board Officers for 2026: Motion by Karen, seconded by Patty, that Dan takes another term as president. All ayes, motion carried. Motion by Rich, seconded by Karen, that Rich takes another term as vice president. All ayes, motion carried. Motion by Karen, seconded by Patty, that Kathleen takes another term as treasurer. All ayes, motion carried.

Library Board Self Evaluation: Board members discussed the need to clearly describe library services and their impact on the community. Patty, Karen, Dan, and Jeff offered to help as time and schedules allowed. Jill was identified as] an important participant due to her knowledge of library operations and needs. The board suggested placing elevator speeches on a regular meeting agenda. The board is encouraged to come with thoughts. raised the possibility] of conducting a community survey or website-based survey, including questions such as *"What could the library help you with?"* and *"What additional services would help you meet personal goals?"* (Jeff leaves at 5:19pm) The board expressed a desire for a stronger understanding of financials and strategies to improve them. Members discussed employee compensation goals and the need to identify and effectively use additional funding sources. Jill stated that she felt supported by the board and expressed appreciation. The board recognized Trustee Week and discussed meeting best practices, including roll call, acknowledging public attendees, and notifying Dan or another officer in advance of absences so members could be excused. The board acknowledged that preparation could be better as part of the self-evaluation process.

New Business:

Advocacy Goals: Tabled

Review/Approve 2026 Holiday Closed Days: Motion by Rich, seconded by Karen to approve the 2026 Proposed Closure Days all ayes, motion carried.

Comments from public:

Next Meeting: Regular meeting on February 17, 2026, 4:00 p.m. in the lower level of the library and/or via video/teleconference

Motion by Karen, Seconded by Patty to adjourn the meeting. All ayes, meeting Adjourned at 5:35 PM.