

Minutes May 18, 2021
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Steve Garbowicz, Kathleen Olkowski, Patty Wallesverd.

Absent: Dan McKissack, Jeff Boehm

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:30 p.m.

Agenda:

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

Approval of Minutes: Motion by Kathleen, seconded by Patty, to approve the minutes of the April 20, 2021 regular meeting as amended. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: met on Friday, April 23. Heard a presentation from Mari Lynn Garbowicz and Beth Jacobson about the Story Book Gardens project and approved \$2000 towards the project. Also discussed the solar grant award and future management of that award. Several additional projects funded: new entry way rugs, voice recorders for the oral history project, additional funding for take-and-make kits.

Oneida County Library Board: has not met since the last meeting.

Director's Report:

- Director's Report: Erica presented her director's report.
- Building and Maintenance Report: The building and maintenance report was presented. Erica discussed upcoming meetings for the solar project and next steps to addressing the lower level humidity.

Budget Review:

Motion by Patty, seconded by Dianna, to approve vouchers 36 - 47 for April – May 2021 for payment from the town account. All ayes, motion carried.

Motion by Steve, seconded by Patty to approve checks from the special account. All ayes, motion carried.

Reviewed public budget expenditures to date.

Old Business:

- Library services during COVID-19:
Services update: have added 7 hours on Mondays and will add Friday afternoons next (12 PM – 5 PM). Infection rates and pandemic concerns are heading in the right direction. Based on the sudden staff attrition, Erica doesn't think they can add any more hours until they have finished training the new hire, have worked out a book purchasing workflow, and have a plan/posted for a children's librarian position. Further discussion was had about the changes in CDC guidelines regarding masking and social distancing for vaccinated adults. Discussed opportunities for no longer requiring masks, for removing time limits, and removing capacity limits on meeting rooms. Options: no mask, continue to limit to 30 minutes; leave it up to director/staff, continue as is until we get more specific guidance about masks/social

distancing. Consensus was to continue with the current policies in place to avoid confusion and revisit at the next meeting.

- Review/approve – Policy introduction and background documents:
Review and act at the June meeting.

New Business:

- Library staffing update:
Erica has received three staff resignations in the month of May due to various personal changes with individual staff members. One position was posted and a candidate has accepted the offer and will start June 1. Options will be considered for the other two positions and will be taken into account with the 2022 budgeting cycle.
- 2022 budget preview:
Patty and Ann will serve on an ad hoc subcommittee to review big picture concerns and options for the 2022 budget.
- Staff presentation:
April Lammert presented her capstone project from the Chippewa Valley Technical college (Eau Claire) Library and Information Services associate degree online program. She introduced the program and presented the competencies she learned through the program and the skills she gained while working part-time to complete the program. Erica noted that included in her coursework were the four classes she was required to take as a director without a masters in library science to gain certification.
- Trustees Essentials: Chapter 2, Who Runs the Library:
Moved to June meeting. Steve suggested that the *Who Runs the Library* synopsis document be included in trustee orientation packets.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting June 15, 2021, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Kathleen moved to adjourn, seconded by Patty. All ayes, motion carried. The meeting adjourned at 5:48 PM.

Respectfully submitted: Erica Brewster, Director