

Minutes January 15, 2019
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Catherine Marshall, Dan McKissack, Kathleen Olkowski

Absent:

Other Attendees: Erica Brewster (director), Vicki Reuling (chair, DCC)

Paul Kaiser called the meeting to order a 4:30 p.m.

Agenda:

Motion by Catherine, seconded by Dan, to approve the agenda in any order, especially noting the closed session will come at the end of the meeting. All ayes, motion carried.

Approval of Minutes: Motion by Kathleen, seconded by Ann, to approve the minutes of the December 18, 2018 regular meeting as presented.

Correspondence: Three thank you notes from staff were received and read.

Committee Reports:

Three Lakes Public Library Foundation: Met on 1/14/2019. Reviewed building progress to date, approved payment of construction bills, work on the donor recognition wall, and decided on an end date for receipt of funds specific to the building campaign and set 2/1/2019 as the cutoff date for inclusion on the recognition wall.

Oneida County Library Board: Will meet next in February.

Demmer Design and Construction Committee: met on 1/14/2019. Construction is nearing completion. The exterior is nearly complete and the first furniture delivery took place last week. There is still interior work to be done before the final walk-through which is scheduled for 1/22. Erica reported on a question about the design and installed fire suppression system. The installed system is not designed to include smoke detectors, alarms/lights, or pull stations.

Catherine reported on the discussion in the DCC meeting about dissolution of the committee based on completion of the objectives and charge in the Charter dated 3/21/2017. There are construction related items (landscaping and other items listed in the DCC minutes) that will continue through August and bills through September 2019, but the DCC doesn't feel those are items requiring regular committee attention. There are some other ad hoc workgroups of the DCC that would continue to complete their tasks (recognition wall, signage, etc.). Tom Asbeck has agreed to stay on as a financial and contractual adviser. The decision to disband the committee will be placed on the February agenda.

Vicki reviewed and reported on the financial worksheet with project budget, expenses, and outstanding obligations. This report was reviewed by the DCC and by the library foundation and both agree that the financials look solid and there will be adequate funds available to complete the project.

Director's Report:

Erica reviewed her monthly director's report. Paul Kaiser commended the library staff for maintaining programming through the construction period.

Budget Review:

Motion by Dan, seconded by Catherine, to approve vouchers 1-15 for December 2018 – January 2019 for payment from the town account. All ayes, motion carried.

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

Construction bills:

Motion by Catherine, seconded by Dan to approve Greenfire Management invoice #10790 up to the amount of \$120,084.70; payment of \$650.00 to Brian Schubring/Winchester Builders for owner's representative services; progress billing invoice #705307 from Pieper Electric in the amount of \$9,075.00; invoice #5185 for \$2,984 from Mavo Systems for removing asbestos steps. All ayes, motion carried.

Reviewed the 2019 expenditures to date.

Motion by Dianna, seconded by Ann, to approve a deposit of \$532.99 to the non-lapsing account for the 4th quarter 2018 fines and copier money. All ayes, motion carries. Reviewed the quarterly report on the board funds. Discussion about the future use of funds in BMO bank account (approximately \$5,000). Erica reported that she has researched to the best of her ability the origin of those funds via records in Quicken dating back to 2002, but information isn't completely clear. Erica requested the board give a specific designation for the use of those funds prior to transferring to another bank account. Board agreed that this matter should be discussed in coordination with strategic planning, and asked to place item on future agenda.

The 2018 end of year operational expenditures reviewed. The non-lapsing account transfers report has not been received from town; will be reviewed in February.

Old Business:

- Plan for building dedication/ribbon cutting: Discussion of members and point person for helping to organize the ribbon cutting for the new building. General ideas discussed: date in late spring/early summer when summer residents have returned and landscaping has begun; could incorporate unveiling of outdoor sign; committee would need to pursue sponsorship opportunities and determine special invitees. Paul will ask Laura Wiperman if she would be interested in participating in/taking a leadership role in planning the celebration.
- Demmer Trust: Dave Hintz and Pat Brainard will be presented to town board for approval as new Demmer Trust trustees at the town board's 1/15/2019 meeting.
- Trustees Essentials Chapter 20: Discussion of library accessibility and ADA requirements and how the new building has addressed concerns. February meeting - Chapter 21 – Accessible Services, led by Dan McKissack.

New Business:

- Library move into remodeled building: Erica discussed the very tentative timeline for moving back into the remodeled building. Much is still contingent on some very specific items beyond completion of construction (e.g., phone line, fire suppression system and monitoring, final building inspection, etc.). Her tentative timeline is as follows: 1/22 - final building walkthrough and punch list; week of 1/28 – install children's shelving, EBI ordered furniture, begin installing adult shelving; week of 2/4 - install adult/YA shelving, move books, furniture from semi-trailer, set up computer network; week of 2/11 – very tentative opening date. Foster books, etc., will be included in the move before and after the move in date.
- Election of board officers for 2019: Motion by Steve, seconded by Dianna to nominate as officers: Paul Kaiser, President, Dan McKissack, Vice President, Kathleen Olkowski as Treasurer for 2019. All ayes, motion carried.
- Staffing Update: Reviewed the proposal for library page and internship. Motion by Steve, seconded by Ann, the position as presented with hours as budgeted. All ayes, motion carried.
- Closed Session:

Ann moved, seconded by Steve, to enter into closed session per section 19.85(1)(c) of Wisconsin state statutes for purposes of considering employment, promotion, compensation or performance evaluation data of library staff. (Topic: employee performance review – report on library director evaluation.)

- Roll call: Dan: aye, Steve: aye, Dianna: aye, Catherine: aye, Paul: aye, Kathleen: aye, Ann: aye.
- Return to open session: Steve moved, Catherine seconded, to return to open session. Roll call: Dan: aye, Steve: aye, Dianna: aye, Catherine: aye, Paul: aye, Kathleen: aye, Ann: aye.
- Report on action in closed session: the library board received a report on employee performance and subsequent actions.

Concerns and comments from trustees: Paul invited other trustees to meet with him and Erica to preview the direction for strategic planning for 2019. Interested trustees should contact him. Strategic planning will be a major effort in 2019.

Future agenda items: Designate purpose for BMO funds; dissolution of DCC; non-lapsing funds report; spring elections – candidate forum

Comments from citizens: None

Next Meeting: Regular meeting February 19, 2018, 4:30 pm at the Demmer Library Tamarack Room.

There being no further business, Dianna moved to adjourn, seconded by Ann. All ayes, motion carried. The meeting adjourned at 6:25 PM.

Respectfully submitted: Erica Brewster, Director

Minutes February 19, 2019
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Catherine Marshall, Dan McKissack, Kathleen Olkowski

Absent: None

Other Attendees: Erica Brewster (director), Vicki Reuling (chair, DCC), Tom Asbeck (DCC), Janet Dixon (DCC), Rosie Obukowicz (DCC)

Paul Kaiser called the meeting to order at 4:30 p.m.

Agenda:

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

Approval of Minutes: Motion by Kathleen, seconded by Steve, to approve the minutes of the January 15, 2019 regular meeting as amended.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: Met on 2/11/2019. Erica had another request for funding for additional furnishings and incidentals which was approved. They discussed the dissolution of the Design and Construction Committee. Reviewed building progress to date, approved payment of construction bills, work on the donor recognition wall, and decided on an end date for receipt of funds specific to the building campaign and set 2/1/2019 as the cutoff date for inclusion on the recognition wall.

Oneida County Library Board: Will meet this Thursday, February 21st.

Demmer Design and Construction Committee: met for the last time on 2/18/2019. There are a few major items remaining, at least two of which will affect final occupancy dates:

- Installation of fire monitoring panel (scheduled 2/19 AM)
- Wire to front exterior door to allow for door activator button to override afterhours lock on panic bar
- Water heater venting – need to install register instead of grill on duct
- Condensation in insulation on vent in IT room – need to replace insulation
- Heat in janitor's room
- No ventilation (or climate control) in IT room

Other (relatively) minor punch list issues: lock on pocket door between Local History and main library, top handrail in front of the building, bottom of right handrail on back step, some remaining trim work, etc.

Tom followed up with Hoffman following their final request to confirm that they will still complete the following contractually required items following receipt of final payment:

- Review pay applications
- Review final exterior punchlist report
- Submit Compliance Statement
- Review and sign (as required) Certificate of Substantial Completion

- Upon request, meet with owner to review the facility operations and performance, intended to verify the design intent and if necessary, suggest minor design or construction changes that will enhance the owner's use and satisfaction with the project (different than the 1-year warranty walk-through as part of Greenfire's contract)

Jon confirmed this in an email dated 2/18.

Dianna Blicharz asked about the responsibility for paying for the design errors (e.g., lack of heat in the janitor's closet). Tom explained that if an item is truly a design error (and not just a change for convenience per the owner's request), the owner is not responsible for the cost of the design for the fix (engineer's time), but will be responsible for the cost of construction.

Paul Kaiser asked at the bottom line what opening date for the library will be. Erica responded that if all the code compliant issues are addressed and the inspector gives the okay, Hoffman will sign the "compliance statement" which will officially give us occupancy. That should come yet this week. However, there are some moving/setting up delays, so while Erica had hoped to open by Friday 2/22, it might be more realistic to look at Monday, 2/25.

Tom reviewed the updated financial spreadsheet with some formatting changes, including the pending payments to be approved at the current meetings. The project is still projected to come in close to, but slightly under final project budget.

Tom presented on the final item on the contingency list: the town received an invoice from WPS for relocating the power to the town building that has been coming underground beneath the west side of the library construction. The town has asked the library to pay for 2/3 of the \$15,000 cost from the library construction project. Tom has investigated the issue and submitted a letter of concern to the town chair. He presented the letter to the DCC yesterday and now to the library board. Tom explained three options: the library board could refuse to pay, the library board could agree to pay 2/3 of the bill as requested, or pay the full amount, but recommended the library request a formal invoice from the town and a letter of explanation for background documentation for the invoice.

Motion by Steve, seconded by Catherine, to pay the requested 2/3 amount the WPS invoice received from the Town for installation of power to the town building. All ayes, motion carried.

Consider/approve recommendation to dissolve the DCC: Question from Steve about following through on items that come up and advising the board in event of questions. Vicki responded that the members of the committee will not be "abandoning" the project. Members of the committee will still be active on various aspects of the project, and individuals will be available for consulting with the director and library board.

Motion by Steve, seconded by Ann, to approve the dissolution of the Demmer Design and Construction Committee (DCC) per completion of the responsibilities and outlined in the organizational charter dated 03/21/2017, with extraordinary gratitude for each member of the committee and acknowledging the effort and commitment invested. All ayes, motion carried. The library board formally thanked the members of the DCC for their dedication and service and the positive outcome they achieved in overseeing the construction of a remodeled and expanded Edward U. Demmer Memorial Library – there are not plaques enough in the world for acknowledgement, especially the members of this committee have been involved for nearly a decade on the project.

Director's Report:

Erica reviewed her monthly director's report. Discussed circulation statistics. Dianna commented that there are still a few items possibly left at school – Erica will follow up with Dave Kirby. There was discussion of the incident of books damaged by a student at school. Dianna recommended that the library submit an invoice for the student-damaged books and Dianna will take it to the school.

Budget Review:

Motion by Dan, seconded by Catherine, to approve vouchers 16-32 for January - February 2019 for payment from the town account. All ayes, motion carried.

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

Construction bills:

Motion by Dianna, seconded by Ann to approve the following construction bills:

- \$6,108 for design and \$379.25 for reimbursables, total of \$6,487.25 for invoice #17221-17 from Hoffman Planning, Design & Construction
- \$1,266.67 for the balance of invoice #1825 from Consulting with Clarity for Hearing Loop installation;
- \$15,966.42 for the balance of invoice #125919 from Embury for children's area shelving
- \$206,342.95 for Greenfire Management invoice #10808 for January 2019 construction costs
- \$794.08 for Hertz Furniture order #190212001 for additional circulation desk unit
- \$1,794.00 for Per Mar proposal #QUO-79881-W6K0H4 for purchase/installation of fire system monitoring panel
- \$5,967.56 for Rhinelander Moving invoice #12529 for moving back into renovated library
- \$650 and \$1,600 for Winchester Builders for construction management (1/2019) and installation of paneling in Local History room and museum visitors center

All ayes, motion carried.

Reviewed the 2019 expenditures to date. Erica noted the WPS charges for gas for January were surprisingly high. She has investigated and has learned that the town was paying for both the 6961 W School Street and 1805 Superior Street utilities since the beginning of the project, even though Greenfire was supposed to be responsible for the 6961 W School Street gas and electric. She and Tom presented those expenses to Greenfire yesterday and will follow up. Re: the high gas and electric charges on the December 2018 and January 2019 bills: she believes that that is mainly due to the building being open for moving during extremely cold days. They will monitor the bills over the coming months.

Old Business:

- Library move into remodeled building: The children's area shelving and the rest of the new furniture ordered were installed the last week of January as scheduled. The remainder of the punch list from the office install was complete but there were some new unfinished items on the upstairs furniture. The first of the new adult book shelves have been installed and a large portion of the remainder will be installed 2/19. Weather delayed construction/installation. Erica continues to work with Brumar Cabinetry on design for the vestibule and Library built-ins, and the library has received pledges of funding for additional items and incidentals from the foundation. Additional tackwall has been installed in the children's area. Planning for the children's area signage and arch will continue after opening.

Everything is now under the renovated library's roof and staff and volunteers are working on unpacking and arranging furniture and reshelving books. Additional shelves will be delivered 2/19. If all goes well with the fire panel installation and other items necessary for occupancy, Erica hopes to be able to open Friday, 2/22 or Monday, 2/25.

Paul asked about arrangements for janitorial services in the new building. This is still in limbo as the town has hired a building and grounds person, but that he/she doesn't start until March, and it isn't clear how custodial will fit into that role. Both the town and the library will need to meet with the new hire to see how the hours will balance.

- Plan for building dedication/ribbon cutting: Laura Wipperman and Mari Lynn Garbowicz are going to co-chair the ribbon cutting.

- Trustees Essentials Chapter 21: Tabled until March.

New Business:

- Review/approve 2018 annual report: Motion by Steve, seconded by Catherine to approve the 2018 annual report as presented. All ayes, motion carried.
- Review/approve 2018 statement of system effectiveness: Motion by Katherine, seconded by Catherine, to accept the draft statement of effectiveness as presented and agree that WVLS did provide effective leadership and adequately met the needs of the Demmer Library. All ayes, motion carried.
- Designate board-controlled funds: BMO bank account: Motion by Steve, seconded by Ann, to table this item until completion of strategic planning. All ayes, motion carried.
- 2019 strategic planning: Reviewed notes from a planning meeting with Paul, Ann, and Erica. Discussion of inclusion of community members and staff in subcommittees and other aspects.
Motion by Paul, seconded by Dianna, to accept and adopt the workplan as presented. All ayes, motion carried.
- 2019 spring candidate forum: The spring election is April 2, 2019. There is one school board race and one race for town chair. Suggested date: Wednesday, March 20. Dianna will confirm the TLCFA is available and contact the candidates, connect with school about promoting the forum, and organize refreshments. Steve will moderate. Catherine will prepare the press release, and Catherine and Dan will review the questions by 3/18. Ann will provide welcome and introductory remarks.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting March 19, 2019, 4:30 pm at the Demmer Library Tamarack Room.

There being no further business, Catherine moved to adjourn, seconded by Steve. All ayes, motion carried. The meeting adjourned at 6:32 PM.

Respectfully submitted: Erica Brewster, Director

Minutes March 19, 2019
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz (arrived 4:34 PM), Steve Garbowicz (left at 5:30 PM), Catherine Marshall, Dan McKissack, Kathleen Olkowski (via conference call)

Absent: Paul Kaiser

Other Attendees: Erica Brewster (director), Tom Asbeck (DCC)

Dan McKissack called the meeting to order at 4:31 p.m.

Agenda:

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

Approval of Minutes: Motion by Ann, seconded by Steve, to approve the minutes of the February 19, 2019 regular meeting as amended.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: Has not met since 2/19/2019. The foundation continues to support furniture funding and incidental funding requests. There is a subcommittee that continues to work on the recognition wall and planning a mounting on copper. The committee found the company online that does the work, which normally would do the whole project start to finish for a cost of \$12-15,000. Dianna e-mailed to ask if they'd be willing to do just the pieces, which normally they would not do. But the representative has a cottage on Dog Lake and is very interested in helping a local project for a reduced price. Discussion about source of funding for the remainder of the recognition wall and a suggestion for using funds from the BMO bank account.

Motion by Steve, seconded by Catherine, to authorize an amount not to exceed \$2,500 from the BMO bank account for the recognition wall. All ayes, motion carried.

Oneida County Library Board: Met on Thursday, February 21st. The meeting was short and included electing officers, etc. Dianna shared programs and services offered by the state library systems and the increases in funding being made available for library work. Mary Taylor from Minocqua will be retiring and they are in the process of a director's search. Next meeting will be July 18, 2019 to review budget requests for 2020.

Director's Report:

Erica reviewed her monthly director's report.

Budget Review:

Motion by Steve, seconded by Catherine, to approve vouchers 33-48 for February-March 2019 for payment from the town account. All ayes, motion carried.

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

Motion by Dianna, seconded by Catherine, to approve a check for Northwoods Children's Museum pass from the Former Friends/Book Sale account. All ayes, motion carried.

Reviewed the 2019 expenditures to date. Erica noted the WPS charges for gas for February continued to be surprisingly high. She will follow up with WPS as energy costs were not anticipated to jump that much, if at all.

Construction bills:

Motion by Steve, seconded by Catherine to approve the following construction bills:

- \$1,448.00 for Graphic House, invoice 5558-2, for progress payment towards completion of signage installation.
- \$13,772.42 for Greenfire Management invoice #10821 for February 2019 construction costs
- \$488.52 for Per Mar invoice 2016623 for purchase/installation of smoke and fire alarm (to be reimbursed via deductive change order by Greenfire)
- \$650 and \$14,667.25 for Winchester Builders for construction management (2/2019) and progress payment towards custom shelving
- \$10,417.00 to the Town of Three Lakes for 2/3 of WPS line installation (see minutes 2/19/2019 meeting)

All ayes, motion carried.

Reviewed the construction budget spreadsheet to date. There is an estimated \$45,000 remaining in the construction budget. There are still some additional contingency items that are awaiting pricing and approval.

Old Business:

- Library building transition and construction report: Tom and Erica continue with weekly phone conferences with Greenfire to follow up on punch list items and other concerns. Tom checked the building trusses in the attic during the period of heavy snow load and determined the structure could support the weight of the snow. Many outstanding items on the HVAC punch list were addressed on 3/14, but the IT room work remains to be done. Tom reviewed a laundry list of concerns that are outstanding and those that have been addressed including: spalling of green sidewalk concrete, adding a valve to the air compressor for the sprinkler system so the air pressure could be recharged in event of a power outage, trim work, rheostats or remote switches for attic fans, keying for interior and exterior doors, painting for exterior handrails, smoke detectors for furnace vents, heat tape for roof.

Greenfire, Hoffman and the library/town have received letters from an attorney representing Spirit View Construction (siding and exterior building work) that is contesting lack of payment for work they claimed done but states Greenfire has not paid them for. Greenfire is working with their attorneys to address the situation and is keeping Tom and Erica informed about any changes or concerns.

Several groups have begun meeting in the meeting rooms, including after hours and making use of the conference call equipment. Due to the deteriorating condition of the old town office building, town meetings have been scheduled for the Demmer Library meeting rooms until the new town building is available. The foundation has supported the purchase of some additional furniture which was installed on 3/12, and the next batch of adult shelving was installed on 3/15 and 3/18. Books are being reshelfed and foster books will start being checked in.

Spring thaw is the next challenge – Erica is monitoring the melt around the building and hasn't noted any water leaking into the basement or other interior damage. The extent of exterior problems (heaving and spalling of green sidewalks, drainage, etc.) is yet to be determined.

- Plan for building dedication/ribbon cutting: Laura Wipperman and Mari Lynn Garbowicz are going to co-chair the ribbon cutting event. Erica has not taken time to follow up with them.
- Trustees Essentials Chapter 21: Reviewed the role and responsibility of the library board in assuring accessible services for all patrons. Discussion about staff training to be able to provide services and accommodate special needs. The new building was designed with accessibility as a priority. Suggestions: include information on the website about accessible service; audit the new building and services later in the year and review and apply the

Public Library Standards; pursuing staff training, emphasizing the responsiveness of staff to addressing needs as they arise through positive attitude and customer service; seek collaboration with school special education departments. Per the public library Standards, current services seem to bring the library up to at least Level 3 of service.

Ann will lead discussion of chapter 22, Freedom of Expression and Inquiry, at the April meeting.

- 2019 Strategic planning: Subcommittee will begin meeting in May. Members: Paul, Ann, and Dan volunteer to be the board representatives. Erica will research some activities and work with Paul to find a date in May for a kickoff.

New Business:

- Candidate forum - report: 70 attendees and many stayed around to socialize afterwards. There wasn't as much "debate" among the candidates this time. Follow-up questions would require somebody who both has a good understanding of school and town issues and be completely unbiased. Additional notes were taken on suggestions for improving method for next year. Videos were posted to YouTube (livestream not available that night) – 17 views of school board and 50 for town board by meeting time.
- Town buildings & grounds maintenance position - update: James Anys was hired for the Buildings & Grounds position and began working on March 4. The custodial staff was laid off at the end of March. There is a lot of balancing to do to determine role of the position as it will pertain to the library, specifically custodial services. As of now James is not doing any library custodial work and the library staff are doing garbage/recycling, bathrooms, vacuuming, sweeping/mopping, etc. Kevin Krueger was hired and started 3/18 as Public Works director. He was in the library for the first time the day before this meeting. Erica and Sue are discussing custodial work, and Erica is meeting with Northwoods Cleaning Services on 3/20 to discuss a quote for corporate cleaning services. Northwoods Cleaning Services provides routine custodial services for libraries in Minocqua and Eagle River; Erica will determine the level of services needed as the job duties and availability of James and Kevin comes clear.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: Request to change June meeting date to June 11, 2019. Catherine will not be at the April meeting.

Next Meeting: Regular meeting April 16, 2019, 4:30 pm at the Demmer Library Tamarack Room.

There being no further business, Catherine moved to adjourn, seconded by Ann. All ayes, motion carried. The meeting adjourned at 5:58 PM.

Respectfully submitted: Erica Brewster, Director

Minutes April 16, 2019
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Dan McKissack, Kathleen Olkowski (via conference call)

Absent: Steve Garbowicz, Paul Kaiser, Catherine Marshall

Other Attendees: Erica Brewster (director), Tom Asbeck (DCC)

Dan McKissack called the meeting to order at 4:37 p.m.

Agenda:

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

Approval of Minutes: Motion by Dianna, seconded by Ann, to approve the minutes of the March 19, 2019 regular meeting as corrected.

Correspondence: Charlotte Horant submitted a funding request for a summer reading program from the Former Friends/book sale funds account.

Committee Reports:

Three Lakes Public Library Foundation: Has not met since 2/19/2019. The subcommittee continues to meet on the recognition wall and Dianna continues to communicate with the company that offered to do the top and bottom framing and the committee have received a proposal. Will continue to report progress as it comes.

Oneida County Library Board: Will meet next on July 18, 2019 to review cross border county funding requests and 2010 funding requests from Oneida County libraries.

Director's Report:

- **Director's Report:** Erica reviewed her monthly director's report.
- **Library building construction and transition report:** Tom reported on the 4/15 meeting with Greenfire. Requested a schedule from Greenfire for the outside work once the conditions are right for beginning the work. There is still exterior work to be done: the temporary handrails will be replaced with galvanized painted handrails, caulking, etc., of siding, staining on the timbers, replacing damaged windows, replacing concrete sidewalk on the southwest side of the building. There continues to be a list of interior punch list/repair work: keying of exterior and interior doors upstairs, a small list of HVAC issues. We will not have another bill for Greenfire work until closeout materials are received.

Budget Review:

Motion by Ann, seconded by Dianna, to approve vouchers 49 - 60 for March – April 2019 for payment from the town account. All ayes, motion carried.

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

Motion by, Dianna, seconded by Ann, to approve the deposit of fines and copier money collected in the 1st quarter of 2019 into the non-lapsing account with the town. All ayes, motion carried

Reviewed the 2019 expenditures to date.

Construction bills:

Motion by Ann, seconded by Dianna to approve the following construction bills:

- \$6,780.00 for Pieper Power, inv. 712215 for final payment towards low voltage installation contract.
- \$341.60 for Rhineland Moving, inv. 12623, for emptying semi and moving to Lion's shed.
- \$2,780.00 to South Central Library System, inv. 19-305, for furnishings design and purchasing consulting
- \$14,667.25 for Winchester Builders for final payment towards custom shelving

All ayes, motion carried.

Reviewed the construction budget spreadsheet to date. There is an estimated \$20,000 remaining as unspent and unobligated in the construction budget. There are still some additional contingency items that are awaiting pricing and approval. There are other items that may be credited back (e.g., electric water heater), plus some grants and reverse change orders that could bring back funds.

Old Business:

- Plan for building dedication/ribbon cutting: Laura Wipperman and Mari Lynn Garbowicz met with Erica to begin initial planning for the grand opening. Tentative plan is to combine with town for one large opening for both buildings on block, and include Historical Society. Suggested date: Saturday, June 29, 1-4 PM. Item is on the town board agenda for later this evening.
- Trustees Essentials Chapter 22: Discussion of chapter 22, Freedom of Expression and Inquiry, at the April meeting, is tabled until May meeting when more board members can be present. Suggestion of pulling and bringing in policies to review with the discussion.
- 2019 Strategic planning: The subcommittee will work to schedule a meeting in early May. The full board will return to topic at the next board meeting.
- Town buildings & grounds maintenance position - update: Kevin Krueger, public works superintendent, has participated in the last construction meeting and will be getting up to speed on library building maintenance.

New Business:

- Custodial position update: The town buildings & grounds position has not been able to provide custodial support for the library. The director did receive a proposal from Northwoods Cleaning and Maintenance; despite it being a very reasonable proposal based on similar comparatives, it was out of the range of what is available in the library's (and town's) current budget. The board members present agreed that employing, at least on a temporary basis, an individual with the funds available in the personnel lines in the budget was the best course of action until the town moves into their building and determines if there will be a shared option for custodial for the two buildings.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens:

Next Meeting: Regular meeting May 21, 2019, 4:30 pm at the Demmer Library Tamarack Room. Note: the June meeting will be held at 4:30 PM on June 11, 2019.

There being no further business, Dianna moved to adjourn, seconded by Ann. All ayes, motion carried. The meeting adjourned at 5:27 PM.

Minutes May 21, 2019
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Catherine Marshall, Dan McKissack, Kathleen Olkowski (left 5:55 PM)

Absent: none

Other Attendees: Erica Brewster (director), Tom Asbeck (DCC)

Paul Kaiser called the meeting to order at 4:30 p.m.

Agenda:

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

Approval of Minutes: Motion by Ann, seconded by Kathleen, to approve the minutes of the April 16, 2019 regular meeting as corrected.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: Met on 5/13 for their annual meeting. 2019 officers were elected: Bob Werner, president, Dianna Blicharz, vice president, Rosie Obukowicz, recording secretary, Nancy Kimla, treasurer. The resignation of Vicki Reuling accepted with regret; the foundation is seeking a new member to fill her vacancy. The financial reports were reviewed for the year and it was agreed the foundation would continue their current investment and fundraising strategy for the summer months and continue to review at upcoming meetings.

Dianna Blicharz reported on the work done on the recognition wall. All the parts have been received and will be assembled in the near future (prior to the June 29 dedication date). \$2,500 from the BMO account was approved to cover this cost. The foundation agreed to cover the balance, though there was an additional freight charge that wasn't part of the original discussion with the foundation.

Motion by Steve seconded by Catherine to approve additional cost of \$299.91 of freight should the foundation not be able to cover the cost.

Oneida County Library Board: Will meet next on July 18, 2019 to review cross border county funding requests and 2020 funding requests from Oneida County libraries.

Director's Report:

- **Director's Report:** Erica reviewed her monthly director's report. Discussion
- **Library building construction and transition report:** Tom reported on the status of the construction. There is about 10 days of work to go, but there has been about 10 days of work to go for the last 2 months. Resolved issues: temporary handrails have been replaced with permanent handrails, staining of nail holes in exterior shakes and pegs on timbers, interior door lock problems have been fixed, museum parking lot has been cleaned up. Outstanding issues include: French drain design to include grass or landscaping (needs engineer approval) and use of existing rocks in the landscaping and as a retaining wall for the A/C condensers, IT room insulation, two broken windows will be replaced, exterior key cores replaced to match master key for rest of building, paving and striping for Huron Street and parking area and remediation on the historical society parking lot.

Major remaining issue is the quality of the new sidewalks which were poured under poor conditions. There is ongoing discussion among Greenfire, suppliers, contractors, and the library for fixing this issue.

Erica reported on progress on continued interior improvements. The Local History room will be the last room upstairs to get set up and progress is being made. Book shelves should be installed in the first two weeks of June. A book case arrived this week, and some of the museum archives are now in the room (though not in their final location). Erica is working with members of the genealogy society and museum staff to brainstorm the final layout and equipment in the room, etc. The museum staff are working on setting up the visitor's center ahead of their opening on Saturday, 5/25. They will continue to plan long-term improvements as they determine use of space.

Additional bookcases were installed downstairs for ongoing/long term book sale. Additional book sale setup will be worked on after the book sale on 5/25. The rest of the loose items from upstairs have been moved to the staff office for further sorting.

Staff met for several hours on 5/14 and will meet again on 5/30 to prepare for the summer season. The meeting was very beneficial.

Additional low voltage items: Erica has received a quote from Pieper Power/Systems Technology for a cordless handset for the circulation desk and for mobile access license for the building security software.

Motion by Steve, seconded by Kathleen, to authorize purchase of mobile security application and a cordless handset from the money market maintenance account. All ayes, carried.

Budget Review:

The first items on the town voucher account reflected changes to the 2019 personnel funds based on the town audit in March. The audit shifted expenditures charged to the 2018 budget to 2019 for payroll for the first couple of days of 2019. This will affect the final 2018 end of year budget numbers. Motion by Steve, seconded by Ann, to approve vouchers 61 - 75 for April - May 2019 for payment from the town account. All ayes, motion carried.

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

Reviewed the 2019 expenditures to date, which includes the additional personnel expenditures from the town audit.

Construction bills:

Motion by Catherine, seconded by Ann to approve the following construction bills:

- \$1,466.92 to Superior Electric, inv. 2465 and inv. 2466 for connecting autodialer and fire alarms.
- \$4,745.00 to Brumar Cabinetry, Inc., inv. 51719, for construction and installation of cabinets in vestibule and Laboratory.

All ayes, motion carried.

Motion by Steve, seconded by Dianna to authorize payment up to but no more than \$57,038.46 for Greenfire Management Service pay application #12, Inv. 10850, for construction costs for March and April, contingent on Erica and Tom clarifying % project progress and determining outstanding project amounts. All ayes, motion carried.

Reviewed the construction budget spreadsheet to date. The remaining construction costs due to Greenfire are approximately \$38,000; there are still several potential costs for which Tom is holding funds from the final total. Removing those potential costs, there is approximately \$12,000 not committed in the construction budget.

Tom Asbeck worked with Focus on Energy to review the utility fixtures in the new building and we have applied for reimbursement towards the qualifying energy-saving fixtures.

Old Business:

- Plan for building dedication/ribbon cutting: Save the date notices have been sent out for Saturday, June 29, 1 – 4 PM. Laura Wipperman and Mari Lyn Garbowicz are meeting this week to further plan the details for the event.
- Trustees Essentials Chapter 22: Discussion of chapter 22, Freedom of Expression and Inquiry and its relation to the Demmer Library's policies and the Public Library Standards and how they affect daily operation of the library while assuring access to information by all.
- 2019 Strategic planning: The subcommittee will work to schedule a meeting. The full board will return to topic at the next board meeting.
- Town buildings & grounds maintenance position - update: James Anys has resigned as town buildings & grounds manager. Kevin Krueger, public works superintendent, and Devan Kirby have been in touch about the library building project (mainly concerns about timing on site development). The town board continues to work on personnel management. The library board recommended the director speaks directly with the town chair regarding future building maintenance concerns.

Jerry Javenkoski began as custodian on 4/22 and has been working out very well. He is averaging 9-10 hours/week.

New Business:

- Discuss/approve 2019 Oneida County budget request: Motion by Kathleen, seconded by Dianna to request \$43,642 from Oneida County for support of library services to residents of Oneida County. All ayes, motion carried.
- Discuss/approve 2019 cross boarder payment letters: Motion by Steve, seconded by Ann to approve cross boarder payment requests from Forest and Lincoln counties. All ayes, motion carried.

Concerns and comments from trustees:**Future agenda items:****Comments from citizens:****Next Meeting: Regular meeting JUNE 11, 2019, 4:30 pm at the Demmer Library Maple Room.**

There being no further business, Catherine moved to adjourn, seconded by Ann. All ayes, motion carried. The meeting adjourned at 6:22 PM.

Respectfully submitted: Erica Brewster, Director

Minutes June 11, 2019
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Catherine Marshall, Dan McKissack, Kathleen Olkowski

Absent: none

Other Attendees: Erica Brewster (director), Tom Asbeck (DCC)

Paul Kaiser called the meeting to order at 4:33 p.m.

Agenda:

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

Approval of Minutes: Motion by Ann, seconded by Steve, to approve the minutes of the May 21, 2019 regular meeting.

Correspondence: Erica commented on the Trustees Training Week material that was included with the board packet. Trustees are encouraged to participate.

Committee Reports:

Three Lakes Public Library Foundation: Dianna Blicharz reaffirmed that the donor wall will be in place by the June 29 grand opening.

Oneida County Library Board: Will meet next on July 18, 2019 to review cross border county funding requests and 2020 funding requests from Oneida County libraries.

Director's Report:

- **Director's Report:** Erica reviewed her monthly director's report. There was a discussion about changing statistics and the new tracking of meeting room use. Comments about continued need for internet access at the library for business and personal use due to lack of access outside of main part of town. Discussed removing wi-fi statistics as the method of counting "uses" has changed over the last 3 years.
- **Library building construction and transition report:** Tom reported on the status of the construction. Items that have been addressed: broken windows/screens have been replaced, exterior key cores swapped to match other door keys, IT room insulation replaced, and damage sidewalks have been removed, exterior roof soffits have been repaired, and exterior caulking is being completed. Weather-dependent, sidewalks will be replaced, landscaping and stone placement, and paving/stripping will be done starting 6/12. Goal is to be completed early next week. Outstanding remaining issues: completing landscaping around French drain, including moving and placing of boulders, minor interior repairs (door hardware, chipping floor in Maple Room storage closet, ventilation in IT room, adjusting thermostats to the electric heaters in the vestibules, plumbing to sink in Libratory, white board repair in Libratory), and final repairs to museum parking area.

Erica reported on progress on continued interior improvements and owner's responsibility items. Book shelves are being installed in the Local History room, and shelving for used book sale area has arrived and was assembled. Books are being sorted ahead of 4th of July book sale. The museum visitor's center

has opened to the public and the Historical Society is working on a design for a permanent reception desk.

Staff met on 5/30 to prepare for the summer season. The meeting was very beneficial.

There is still a list of “owners responsibility” items to be addressed: connect electricity to exterior sign on east of building; connect furnace smoke detectors to alarm panel; complete installation of shelving in local history room and remove unused furniture; divest of unneeded shelving and furniture stored in Lion’s Club shed; hang miscellaneous items (bulletin boards, white boards, baby changing tables, clocks, paper towel and soap dispensers, select art); order art rail for building; coordinate planting of rain gardens; acquire and arrange for planting of tree on east side of building.

Budget Review:

Motion by Dan, seconded by Kathleen, to approve vouchers 76 - 90 for May – June 2019 for payment from the town account. All ayes, motion carried.

Motion by Steve, seconded by Catherine to approve checks from the special account. All ayes, motion carried. Reviewed the 2019 expenditures to date.

Construction bills:

Motion by Steve, seconded by Catherine to approve the following construction bills:

- \$80.00 to Brewster Plumbing, inv. 5619 for Libratory sink.
- \$6,773.00 to Graphic House, Inc., inv. 5558-3, exterior sign, permitting, and installation.
- \$650.00 to Winchester Builders, LLC, for owner’s representative services, May 2019.

All ayes, motion carried.

Reviewed the construction budget spreadsheet to date. To date there is approximately \$11,000 not committed in the construction budget. One outstanding item has been the installation of heat tape in gutters, with an estimated cost of \$10,000, though several electricians have discouraged installing electrical heat tape at all. Another suggestion has been to go with a hydronic method and an estimate has been requested. The main concern for ice damming is not concern for heat loss through the roof but rather solar heating and cooling. Tom and Erica are moving towards tabling the gutter defrosting system permanently if a reasonable quote/proposal is not received. The remaining large expense is the \$38,000 final bill from Greenfire, which has been accounted for and will be paid after all exterior work is completed. Other pending expenses include: Graphic House for additional signs and the cost of a tree.

Old Business:

- Plan for building dedication/ribbon cutting: Save the date notices have been sent out for Saturday, June 29, 1 – 4 PM. Laura Wipperman and Mari Lyn Garbowicz continue to plan the event.

Motion by Dianna, seconded by Catherine, to allocate up to the remaining funds from the BMO account towards the grand opening event, minus any funds offered by Greenfire. All ayes, motion carried.

Paul will be available to assist with financial and other logistical decisions during Erica’s absence.

- 2019 Strategic planning: Discussion of timing and feasibility of participating in a strategic planning process.

Motion by Ann, seconded by Steve, to send back to subcommittee to revisit the proposal. All ayes, motion carried.

- Town buildings & grounds maintenance position - update: At this time there is no buildings and grounds manager. The job has been posted again. Kevin Krueger, hired as public works superintendent, is no longer employed. The situation is still in discussions at the town board level.

New Business:

- Trustees Essentials Chapter 23: Discussion of chapter 23, Dealing with Challenges to Materials and Policies. Next month, will discuss Chapter 24: Library Friends and Library Foundations, led by Dianna Blicharz and Steve Garbowicz.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens:

Next Meeting: Regular meeting July 16, 2019, 4:30 pm at the Demmer Library Tamarack Room.

There being no further business, Catherine moved to adjourn, seconded by Ann. All ayes, motion carried. The meeting adjourned at 6:27 PM.

Respectfully submitted: Erica Brewster, Director

Minutes July 16, 2019
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Catherine Marshall, Kathleen Olkowski

Absent: Dan McKissack

Other Attendees: Erica Brewster (director)

Paul Kaiser called the meeting to order at 4:34 p.m.

Agenda:

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

Approval of Minutes: Motion by Kathleen, seconded by Ann, to approve the minutes of the June 11, 2019 regular meeting. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: The foundation has not met since the last library board meeting.

Oneida County Library Board: Will meet next on July 18, 2019 to review cross border county funding requests and 2020 funding requests from Oneida County libraries.

Director's Report:

- **Director's Report:** Erica reviewed her monthly director's report. Focused discussion regarding the need for and research towards a meeting room policy update.
- **Library building construction and transition report:** Items that have been addressed: paving and striping of parking spots on Huron Street, completed landscaping rock and repair of museum parking lot on west side of building, repair chipping floor in Maple Room storage closet, adjust vestibule electric heater thermostat, whiteboard repair in Libratory. Outstanding issues: interior – replace door hardware on bathrooms and quiet room, change key core to Local History pocket door, plumbing to sink in Libratory.

Erica reported on progress on continued interior improvements and owner's responsibility items.

Several items from the construction list have been moved to owner's responsibility as they were not part of the original design, so easier for the library to contract directly rather than through Greenfire.

Items accomplished since 6/11/2019: remove metal shelving from local history room and remove remaining shelves from the school; continue to work on removing excess furniture stored in Lion's Club shed, continue coordinating planting of rain gardens.

"Owners responsibility" items to be addressed: connect electricity to exterior sign on east of building; connect furnace smoke detectors to alarm panel; art rail; hang miscellaneous items (bulletin boards, white boards, baby changing tables, clocks, paper towel and soap dispensers, select art); acquire and arrange for planting of tree on east side of building; add ventilation to IT room; acquire splash blocks for ends of gutter downspouts to prevent erosion.

Budget Review:

Motion by Kathleen, seconded by Catherine, to approve vouchers 91 - 100 for June – July 2019 for payment from the town account. All ayes, motion carried.

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

Motion by, Catherine, seconded by Ann, to approve the deposit of fines and copier money collected in the 2nd quarter of 2019 into the non-lapsing account with the town. All ayes, motion carried.

Reviewed the 2019 expenditures to date.

Construction bills:

Motion by Kathleen, seconded by Catherine to approve the following construction bills:

- \$626.00 to Pieper Power – Systems Technology, inv. 722322, for remote security system access and portable telephone.
- \$650.00 to Winchester Builders, LLC, for owner’s representative services, June 2019.

All ayes, motion carried.

Reviewed the construction budget spreadsheet to date. After removing the cost of proposed ice guard heat tape from the construction budget, there is approximately \$19,000 not committed in the construction budget. The remaining large expense is the \$38,000 final bill from Greenfire, which has been accounted for and will be paid after all exterior work is completed. Other pending expenses include: Graphic House for additional signs, the cost of a tree, plumbing for Libratory sink, and other owner’s responsibility items.

Old Business:

- Strategic planning: Discussion of timing and feasibility of participating in a strategic planning process.

Motion by Paul, seconded by Ann that the board establish an ad hoc committee to develop both a continuing strategic planning process and an initial strategic plan. Final products of the committee would be presented to the board for consideration for adoption. All ayes, motion carried.

The work of the strategic plan would be regularly presented to the board for discussion and approval. Standing members of ad hoc committee: Paul Kaiser, Ann Asbeck (library trustees), Erica Brewster (library director), rotation of library staff (one per meeting), Heidi Raddatz or other representative (PTO), Nancy Brewster (at large), Rich Mahlerwein (at large). One additional library trustee on a rotating basis will serve the role of “auditor” during planning meetings. Other trustees will be kept aware of meeting times and topics and invited to participate in meetings of interest.

- Town buildings & grounds maintenance position - update: An offer was extended to another candidate; no further update from the town. Need for long-term building maintenance plan continues.

New Business:

- 2020 capital and operating budget process: The library will forgo a capital funds request. The board reviewed the first draft of the operational budget as included in the board packet. This has been submitted to the town and will be included in the overall town budget that will go to the first public budget listening session tonight. Utilities and property maintenance remain the biggest unknowns. Erica will share the budget timeline and public listening session schedule.
- Report on grand opening 6/29/2019: A good day with good attendance – 200+ despite the heat. The event was well received and all aspects were enjoyed by the attendees. There was excellent coverage in the Three Lakes News Review.

- Trustees Essentials Chapter 24: Discussion of chapter 24, Library Friends and Library Foundations. Next month discuss Chapter 25: Liability Issues, led by Steve.

Concerns and comments from trustees: Paul Kaiser has met with Teri Maney, new school administrator. She is interested in the administrator's role on the library board and plans to attend the August meeting.

Future agenda items:

Comments from citizens:

Next Meeting: Regular meeting August 20, 2019, 4:30 pm at the Demmer Library Tamarack Room.

There being no further business, Ann moved to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 5:56 PM.

Respectfully submitted: Erica Brewster, Director

Minutes August 20, 2019
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Steve Garbowicz (left at 5:55 PM), Paul Kaiser, Dan McKissack, Kathleen Olkowski

Absent:

Other Attendees: Erica Brewster (director), Tom Asbeck (construction committee), Paul Wussow (Maker Camp), Teri Maney (Three Lakes School superintendent),

Paul Kaiser called the meeting to order at 4:34 p.m.

Agenda:

Motion by Steve, seconded by Ann, to approve the agenda in any order with the amendment of the Trustees Essentials to be Chapter 25. All ayes, motion carried.

Approval of Minutes: Motion by Kathleen, seconded by Steve, to approve the minutes of the July 16, 2019 regular meeting. All ayes, motion carried.

Correspondence: Catherine Marshall has sent a note of resignation to Paul after 12 years of service; Erica has received communication from All About Learning Press video shoot.

Committee Reports:

Three Lakes Public Library Foundation: The foundation has not met since the last library board meeting. Will meet again in September.

Oneida County Library Board: Met on July 18, 2019 to review cross border county funding requests and 2020 funding requests from Oneida County libraries. The approved budget was forwarded to the county administration committee and the OCLB will go before the committee at 3:45 PM on Monday, October 7. Also shared the state legislative update.

Director's Report:

- **Director's Report:** Erica reviewed her monthly director's report. Commented on the number of new library card applications received in July and overall trend in statistics. Erica shared a recent development with the ability to add a custom message about the value of items checked out to the bottom of receipts. Will request the system adds to the Demmer Library receipt.
- **Library building construction and transition report:** Items that have been addressed: change key core to Local History pocket door, plumbing to sink in Libratory, reseeding of grass. Outstanding issues: interior – replace door hardware on bathrooms and quiet room. Brian Schubring has prepared the exterior architectural report to forward to Hofmann, noting deficiencies in caulking around windows, pitting in sidewalks, caulking between stone and timbers at entrances.

"Owners responsibility" items completed: connect electricity to exterior sign on east of building, hang many miscellaneous items (bulletin boards, white boards, baby changing tables, clocks, paper towel and soap dispensers, select art). Items yet to be addressed: connect furnace smoke detectors to alarm panel; art rail; hang miscellaneous items; acquire and arrange for planting of tree on east side of building; add ventilation to IT room; complete landscaping.

Budget Review:

Motion by Steve, seconded by Ann, to approve vouchers 101-115 for July – August 2019 for payment from the town account. All ayes, motion carried.

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

Motion by Steve, seconded by Dianna to approve checks from the former friends account. All ayes, motion carried.

Reviewed the 2019 expenditures to date.

Construction bills:

Motion by Dan, seconded by Dianna to approve the following construction bills:

- \$1,957.00 to Brandenburg Plumbing, inv. 16818, for connecting the plumbing for the Libratory sink.
- \$557.00 to Graphic House, inv. 5985, for additional signage.
- \$680.50 to Superior Electrical Systems, LLC, inv. 2516, for connecting electrical to exterior sign.
- \$400.00 to Winchester Builders, LLC, for miscellaneous carpentry.

All ayes, motion carried.

Reviewed the construction budget spreadsheet to date. There is approximately \$17,000 not committed in the construction budget. The remaining large expense is the \$38,000 final bill from Greenfire, which has been accounted for and will be paid after all exterior work is completed. Other owner's responsibility items may also come out of the remaining balance.

Old Business:

- Strategic planning: the first meeting of the strategic planning workgroup will be Thursday, August 22, at 2 PM. This will be an organizational meeting. The meeting is posted and board members are welcome to attend and observe. Jamie Matczak from WVLS will be there to observe from the system to gather information for a new WVLS initiative. Dianna will serve as an auditor from the library board.
- Town buildings & grounds maintenance position - update: The town has hired Paul Muetlein as building maintenance for all town buildings. Erica is working with the town and Paul to understand his job duties and to begin passing over building maintenance responsibilities.
- Report on grand opening 6/29/2019: Laura Wipperman and Marilyn Garbowicz shared a slide show and report on the Demmer grand opening. Approximately 200 people attended. This and other photos and documents from the day will be placed in the historical file.
- 2020 capital and operating budget process: Paul and Erica met with town chair Jeff Bruss and clerk Sue Harris on 8/8. The town is requesting that the library designate \$5,000 from our operating budget to be allocated in the town budget for "building maintenance" to support the new property maintenance position hire at the town.

Motion by Kathleen, seconded by Dianna, to allocate funds from board's maintenance account to be applied to building maintenance charges with the Town of Three Lakes.

All ayes, motion carried.

New Business:

- Report, 2019 Maker Camp: Paul Wussow, president of the Three Lakes Model Railroad Club reported on the 4th annual Make It! Camp held at the Three Lakes school FAB LAB. The report emphasized the

collaboration among the three partners: the Model Railroad Club provides technical and educational support for the camp; the library does registration and camp logistics; the school provides access to the FAB LAB and computer lab and professional support staff. To date over 40 students have participated, several of them more than one time.

- Three Lakes School superintendent presentation/discussion: The trustees welcomed Teri Maney, new school superintendent. The school superintendent is statutorily part of the municipal library board, but has the authority to appoint a representative from the school to attend in her place. Discussion of representation and collaboration to strengthen partnership between school and library, through the FAB LAB, student research, library cards for students, etc.
- Review/approve revised meeting room policy: The board reviewed the draft of the revised meeting room policy to include the new spaces and meeting capabilities provided by the new building. Motion by Dianna, seconded by Dan, to approve the updated meeting room policy as presented with amendments to address oversights as discussed. All ayes, motion carried.
- Trustees Essentials Chapter 25: Tabled until October meeting.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting September 17, 2019, 4:30 pm at the Demmer Library Tamarack Room.

There being no further business, Ann moved to adjourn, seconded by Dianna. All ayes, motion carried. The meeting adjourned at 6:36 PM.

Respectfully submitted: Erica Brewster, Director

Minutes September 17, 2019
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Paul Kaiser, Dan McKissack, Kathleen Olkowski

Absent: Steve Garbowicz

Other Attendees: Erica Brewster (director), Tom Asbeck (construction committee)

Paul Kaiser called the meeting to order at 4:30 p.m.

Agenda:

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

Approval of Minutes: Motion by Dan, seconded by Kathleen, to approve the minutes of the August 20, 2019 regular meeting. All ayes, motion carried.

Correspondence: Vicki Reuling was officially awarded a Citation of Merit. Vicki Reuling sent a note of thanks to the board for the nomination. Ann Asbeck will attend as the presenter on behalf of the board.

Marla Sepnafski, WVLS system director, was awarded the "Librarian of the Year" award.

All About Learning Press sent a communication with their proposal and description for use of the library space for filming.

Committee Reports:

Three Lakes Public Library Foundation: The foundation met yesterday (Monday, September 16th). Reviewed treasurer's report and discussed investment strategy for foundation funds; possible opportunities for landscaping and other building improvements with additional donated funds; completing donor acknowledgements and pledges; future funding opportunities. The foundation is seeking one more member.

Oneida County Library Board: Next event will be when OCLB goes before the county administrative committee at 3:45 PM on Monday, October 7.

Strategic Planning workgroup: Met on Thursday, September 12. Created/reviewed a timeline of the Demmer Library history. Next meeting will be Thursday, October 3, 2 – 3:30 PM.

Director's Report:

- **Director's Report:** Erica reviewed her monthly director's report.
- **Library building construction and transition report:** Received the final as-built plans from Greenfire and closeout documentation. Still waiting on replacing the bathroom door hardware as the remaining major. Some minor interior issues have arisen and will go on a warranty list for Greenfire.

Erica continues to work on the list of owner responsibility items. As the foundation has additional building donation funds and with a recent memorial request, they have committed funds to a larger landscaping project for 2020.

Budget Review:

Motion by Dan, seconded by Ann, to approve vouchers 116-129 for August – September 2019 for payment from the town account. All ayes, motion carried.

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

The final financial report from the grand opening was presented. Motion by Ann, seconded by Dan, to approve the final grand opening expense report and to approve \$289.54 be moved from the BMO bank account to the mBank account to reimburse grand opening expenses. All ayes, motion carried.

Reviewed the 2019 expenditures to date.

Construction bills:

Motion by Dianna, seconded by Kathleen to approve the following construction bills:

- \$650.00 to Winchester Builders, LLC, for owners representative work in August.

All ayes, motion carried.

Reviewed the construction budget spreadsheet to date. There is approximately \$17,000 not committed in the construction budget. As was reported last month, the remaining large expense is the \$38,000 final bill from Greenfire, which has been accounted for and will be paid after all exterior work is completed. Other owner's responsibility items may also come out of the remaining balance. The final Greenfire pay application was received and is being reviewed for accuracy by Tom Asbeck.

Old Business:

- 2020 capital and operating budget process: Erica forwarded the board's proposal for allocating funds from the board's maintenance account to support the property maintenance role. There is \$1,700 designated for "property maintenance" in the salaries portion of the budget. This would mean up to \$3,300 could be requested from the building maintenance bank account if other funds from the operating budget are not available.

New Business:

- Board vacancy: Catherine Marshall's position will be vacant. Paul Kaiser will also not renew his term on the board which ends December 2019. Erica will place an ad in the paper and post fliers and place an ad on Facebook for trustee recruitment.
- Recognition for Catherine Marshall: discussion about appropriate recognition for departing board members. Motion by Dan, seconded by Dianna, to purchase gift cards in the amount of \$100 in recognition of their decades of service to the library. All ayes, motion carried.
- Library and library director participation in "Forward Wisconsin": Erica reported on the new initiative from the Three Lakes Community Foundation which is working with UW-Extension Oneida County to organize a visit from the UWEX Design Wisconsin Team in September 2020. The UWEX team will be using resident input to help the community of Three Lakes develop a long term design vision to address barriers to community development. Erica has been asked to serve on the Implementation Team which is doing community interviews and research to prep for this visit.

Concerns and comments from trustees: Erica reported on developments from WVLS resource library, Marathon County Public Library. MCPL is currently looking at an opportunity to move its system affiliation to South Central Library System. Erica wrote a letter for public comment which was read at the last MCPL trustees meeting. She shared that letter with trustees. She will continue to keep Demmer trustees informed of developments and WVLS may ask for advocacy to support MCPL staying with WVLS.

Future agenda items: MCPL updates

Comments from citizens: None

Next Meeting: Regular meeting October 15, 2019, 4:30 pm at the Demmer Library Tamarack Room.

There being no further business, Ann moved to adjourn, seconded by Dan. All ayes, motion carried. The meeting adjourned at 6:20 PM.

Respectfully submitted: Erica Brewster, Director

Minutes October 15, 2019
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Steve Garbowicz, Dan McKissack

Absent: Paul Kaiser, Kathleen Olkowski

Other Attendees: Erica Brewster (director), Tom Asbeck (construction committee)

Dan McKissack called the meeting to order at 4:30 p.m.

Agenda:

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

Approval of Minutes: Motion by Ann, seconded by Steve, to approve the minutes of the September 17, 2019 regular meeting. All ayes, motion carried.

Correspondence:

Committee Reports:

Three Lakes Public Library Foundation: The next meeting of the foundation will be on October 28.

Oneida County Library Board: The county budget hearing at 3:45 PM on Monday, October 7. The budget request included an increase for Rhinelander District Library to partially fund a part-time outreach assistant position. Erica made public comment on how this position provides service to Demmer Library patrons when they receive long-term care at facilities in Rhinelander. The county administration committee voted to approve the county library request as presented and forward to the full county board for approval at their November budget meeting. The Oneida County Library Board meets next on November 14 at 1 PM.

Strategic Planning workgroup: Met on Thursday, October 3. Identified organizational values and began the process for stakeholder interviews. Next meeting will be Thursday, October 17, 2 – 3:30 PM, with another meeting on Thursday, October 31.

Director's Report:

- **Director's Report:** Erica reviewed her monthly director's report. Erica discussed developments in exploring opportunities for solar energy for the library. Larry Roth, Tom Asbeck, and Dick Deaver are leading a small exploratory committee review feasibility and more information will be presented at future meetings.
- **Library building construction and transition report:** The construction phase of the project is coming to a close. There is still work being done to remediate the issues with the rain gardens and drainage, and there is the door hardware that still needs to be changed when hardware is available.

Budget Review:

Motion by Steve, seconded by Ann, to approve vouchers 130-143 for September – October 2019 for payment from the town account. All ayes, motion carried.

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

Reviewed the 2019 expenditures to date.

Reviewed the quarterly accounts report.

Motion by, Dianna, seconded by Ann, to approve the deposit of fines and copier money collected in the 3rd quarter of 2019 into the non-lapsing account with the town. All ayes, motion carried.

Construction bills:

Motion by Steve, seconded by Dianna to approve the following construction bills:

- \$46,769.43 to Greenfire Management Services as final payment for construction expenses.
- \$2,365.45 to Winchester Builders, LLC, for miscellaneous carpentry work in September.

All ayes, motion carried.

Reviewed the construction budget spreadsheet to date. There is approximately \$13,702 not committed in the construction budget. The final payment is being made to Greenfire, which closes out the largest liabilities remaining in the project.

Old Business:

- 2020 capital and operating budget process: The town accepted the proposal to allocate funds from the board's maintenance account to support the property maintenance role. \$1,700 is designated for "property maintenance" in the salaries portion of the budget, and \$3,300 will be invoiced by the town to be paid from the building maintenance bank account to fund further building maintenance operations.
- Board vacancy: Erica will place an article in the paper, on social media, and posters before next meeting.

New Business:

- Consider/adopt – Notification of general records schedule (records retention): Motion by Steve, seconded by Dianna, to table the adoption of the retention schedule until further inquiries are made. All ayes, motion carried.
- Trustees Essentials Chapter 25 – Liability Issues: Steve reviewed the library board and trustee's possibility for liability relating to their work representing the library and/or making and enforcing library policies or open records/open meetings violations. Next month will discuss Chapter 26 - Public Library System Board.
- Marathon County Public Library system update: The agenda for the October 21, 2019 Marathon County Public Library has an agenda item, "South Central Library Systems Presentation About Their Services Model and Standards - For Discussion and Possible Action." It appears MCPL is interested in pursuing more information and possible action towards joining SCLS. The ripple effect through the WVLS system could be damaging to catastrophic. If this develops further, the Demmer library board will go on record as opposed to any such move or take further action as deemed appropriate.

Concerns and comments from trustees: Ann reported on the WLA awards ceremony where Vicki Reuling received the Citation of Merit. Ann presented the award to Vicki on behalf of the library board. A link of the video of the presentation will be shared in the future.

Future agenda items: MCPL updates

Comments from citizens: None

Next Meeting: Regular meeting November 19, 2019, 4:30 pm at the Demmer Library Tamarack Room.

There being no further business, Dianna moved to adjourn, seconded by Ann. All ayes, motion carried. The meeting adjourned at 6:05 PM.

Respectfully submitted: Erica Brewster, Director

Minutes November 19, 2019
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Steve Garbowicz, Paul Kaiser, Dan McKissack, Kathleen Olkowski

Absent: none

Other Attendees: Erica Brewster (director)

Paul Kaiser called the meeting to order at 4:30 p.m.

Agenda:

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

Approval of Minutes: Motion by Dianna, seconded by Steve, to approve the minutes of the October 15, 2019 regular meeting as corrected. All ayes, motion carried.

Correspondence:

Lesson learned: the Demmer Library did not receive a reimbursement check from Forest County for the 2017 cross border payment. Per communication from the Forest County clerk, they had no record of receiving a letter in 2018. The clerk did confirm Forest County has received and approved the cross border request for 2018, received in 2019. Recommendation: follow up with county clerks to assure letters are received.

President Paul Kaiser sent a letter to the Demmer Trust trustees requesting the 2019 distribution from the Demmer Trust. Communication was received from US Bank on 11/7/2019 stating that the distribution would be made on November 21 in the amount of \$14,972.00. A letter updating the Professional Tax Services fees for the Demmer Trust was also received.

Committee Reports:

Three Lakes Public Library Foundation: The foundation met on October 28. The meeting focused on funding requests: a new Christmas tree, a new computer for the conference room equipment, and designated Spring Fling funds for purchasing additional licenses for Overdrive/Libby through the Advantage Account. On November 11 the foundation returned records to the Demmer Library storage area for long-term retention. The next meeting will be held in or around February 2020.

Oneida County Library Board: The Oneida County board passed the county budget for 2020 with the full request for library funding included. The Oneida County Library Board met on November 14 to distribute the 2020 county contracts for libraries. There was discussion of directors' reports and the possibility of MCPL leaving WVLS. A fourth meeting for 2019 is required in the bylaws, so a short meeting is scheduled for December 19 at 1 PM at the Oneida County courthouse.

Strategic Planning workgroup: Met on Thursday, October 17 and 31st. Notes/minutes on progress to date was included in the board packet. Paul reported that he is happy with the work and progress of the workgroup. Ann reported that she feels the process is effective because each activity and meeting builds on the last step. The next meeting will be this Thursday, November 21; as always library trustees are invited to audit the session.

Director's Report:

- Director's Report: Erica reviewed her monthly director's report. Discussion focused on the work on developing a building maintenance manual and long-term maintenance concerns and management.
- Green space/construction update: The green space work group headed by the plan commission met on November 7. The process was changed at the last minute to be a self-lead brainstorming process rather than using outside facilitators. The process focused on elements desired in main areas: veterans' memorial, story gardens, interactive art, memorial spaces, and outdoor seating/workspaces. Next meeting will be January 2.
- System/Vcat updates: Vcat is discussing standardizing loan rules (the amount of time a library item can be checked out) across the system. Current model being discussed: 21 days for book/audiobook, plus renewal of same time; 7 days magazine, 1-2 disc DVD plus renewal; 14 days DVD sets (3 discs+) plus renewal. Discussion at 11/7 Vcat meeting resulted in recommendation being sent back to Cooperative Circulation committee for further discussion.

MCPL update: During the 10/21/2019 MCPL board meeting, trustees received a presentation from SCLS staff and members, and there was a motion approved to establish a task force to review the idea of a move to South Central Library System. The Marathon County administrator is heading up the task force and representation to of the task force was named at the 11/18/2019 meeting. MCPL director Ralph Illick was invited by the WVLS board president to present any concerns he might have with WVLS service at their board meeting. In a letter, Mr. Illick politely declined the invitation, stating he wasn't aware of any service deficiencies from WVLS at this time. WVLS has been invited to the MCPL December board meeting to present about the services they provide to Marathon County and other WVLS libraries.

Budget Review:

Motion by Steve, seconded by Dan, to approve vouchers 144-158 for October – November 2019 for payment from the town account. All ayes, motion carried.

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

Reviewed the 2019 expenditures to date.

Old Business:

- 2020 capital and operating budget process: The library budget for 2020 was approved in whole as part of the November 4, 2019 town of Three Lakes budget hearing.
- Board vacancy: Received a note of interest from Patty Wallesverd, now full-time retired to Three Lakes. Motion by Steve, seconded by Kathleen, to forward Patty Wallesverd to the town board for consideration for appointment to the Demmer Library Board to complete the term of Catherine Marshall, through December 31, 2020. Ally ayes, motion carried.
- Consider/adopt – Notification of general records schedule (records retention): Motion by Steve, seconded by Dan, adopt the retention schedule of the State of Wisconsin. All ayes, motion carried.
- Trustees Essentials Chapter 26 – System Boards: Erica briefly reviewed the role and function of the public library system and system boards. Next month will discuss Chapter 27 – Trustee orientation and continuing education.

New Business:

- Board members with expiring terms: Paul Kaiser and Dan McKissack terms will expire at the end of December 2019. Motion by Steve, seconded by Dianna, to request the Three Lakes town board

reappoint Dan McKissack to a second 3-year term on the Demmer Library board of trustees. All ayes, motion carried.

- Library director evaluation: Dan will take the lead.
- Discuss/approve: capital expenditures (capital and non-lapsing account): Reviewed the quotes for replacement copiers. Motion by Kathleen, seconded by Dianna to accept the quotes for color copier option for the public service and staff copiers as well as funds for computer timing and print management software one-time fee. All ayes, motion carried.
- Discuss/approve: solar project: The first estimate for size/performance/cost for a solar array was presented to the library board. Several questions were asked that will be forwarded to the designers for further response.
- Discuss/approve: program mini-grant: Erica and Ann presented a mini-grant proposal for an early literacy program proposed by retired educators. Motion by Kathleen, seconded by Dan to approve the "Coffee & Kids" mini-grant request for \$150 to be funded with used book sale funds. Four ayes. Steve and Ann abstained. Motion carried.

Concerns and comments from trustees:

Future agenda items: County library board contract; procedure for mini-grants

Comments from citizens: None

Next Meeting: Regular meeting December 17, 2019, 4:30 pm at the Demmer Library Tamarack Room.

There being no further business, Dan moved to adjourn, seconded by Ann. All ayes, motion carried. The meeting adjourned at 6:44 PM.

Respectfully submitted: Erica Brewster, Director

Minutes December 17, 2019
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz (left at 6:15 PM), Steve Garbowicz (left at 6:25 PM), Paul Kaiser, Dan McKissack, Kathleen Olkowski, Patty Wallesverd

Absent: none

Other Attendees: Erica Brewster (director)

Paul Kaiser called the meeting to order at 4:31 p.m.

Agenda:

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

Approval of Minutes: Motion by Steve, seconded by Dan, to approve the minutes of the November 19, 2019 regular meeting as presented. All ayes, motion carried.

Correspondence: Received a thank you note from Three Lakes 8th grade for allowing them to sell concessions at the grand opening to support their trip to Washington D.C.

Committee Reports:

Three Lakes Public Library Foundation: The next meeting will be held in or around February 2020.

Oneida County Library Board: The next meeting is scheduled for this Thursday, December 19 at 1 PM at the Oneida County courthouse.

Strategic Planning workgroup: Met on Thursday, November 21. Reviewed notes/minutes from the visioning session. This was the final meeting in the first phase, grounding and orientation. The next phase of meetings will begin on Thursday, January 16 and run through March.

Director's Report:

- **Director's Report:** Erica reviewed her monthly director's report. Erica highlighted her interest in applying for a scholarship to attend the Research Institute for Public Libraries in Itasca, IL, summer 2019.
- **Green space/construction update:** The next meeting will be January 2. Erica and Ed Cottingham attended a pollinator/rain garden workshop at Olson Library on Thursday, December 5. Made contact with Brent Hanson from Hanson's Garden Village and Oneida County Land & Water Conservation.
- **System/Vcat updates:** MCPL update: During the 12/16/2019 MCPL board meeting, trustees received a presentation from WVLS staff and members. There was an update from the task force formed to review the idea of a move to South Central Library System.

Budget Review:

Motion by Kathleen, seconded by Ann, to approve vouchers 159-173 for November – December 2019 for payment from the town account. All ayes, motion carried.

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

Motion by Steve, seconded by Patty, to authorize the director to pay any bills that may come up before December 31, 2010.

Reviewed the 2019 expenditures to date. This is the final budget sheet for 2019, minus an additional salary payment.

Reviewed final 2020 budget worksheet.

Review mini-grants. Motion by Dianna, seconded by Patty, to approve the purchase of materials for a Dungeons & Dragons Club with funds from the used book sale funds. All ayes, motion carried.

Old Business:

- Board vacancy: Patty Wallesverd's appointment was approved at the December 3rd town board meeting. She will complete Catherine Marshall's term, through December 31, 2020. The board welcomed Patty. Steve Garbowicz announced that he has filed papers of non-candidacy and will not be running for another term on the town board. His term on the town board and as town representative to the library board will end in April 2020. He will accept a nomination to fill Paul Kaiser's seat as a representative at large after the end of his town board term.
- Discuss/approve – solar project: The board heard a presentation by Doug Stingle of NorthWind Renewable Energy about the proposed options for a solar project for the Demmer Library. The board is interested and wants to pursue opportunities for funding. Dianna will ask Bob Werner to place it on the foundation agenda.
- Mini-grant procedure: Library staff complete the mini-grant form and submit to the director for review and initial approval. If a volunteer is requesting funds for a library-related program, the mini-grant will be sponsored by a staff member and/or the director. Generally mini-grants are intended for total project amounts under \$300. The director will further discuss and refine any proposals. The final proposal will be forwarded to the library board in their next board packet. A standing agenda item will be added under "budget review" to review any mini-grant proposals. The board will discuss the project and determine which source of funds is most appropriate for the proposed project, or will send the proposal back for further review. Any approved grants will be signed by the board president.
- Trustees Essentials Chapter 27 – Trustee Orientation and Continuing Education: Tabled until next meeting.

New Business:

- Discuss/approve – 2020 Oneida County Library Board contract: Motion by Steve, seconded by Ann, to approve and execute the 2020 Oneida County Library Board contract as presented. All ayes, motion carried.
- Discuss/approve – library preface/amendments to town employee handbook: the town has asked the library employees read and sign and acknowledgment for the town employee handbook. However, there are aspects to the governance of the library that differs from the town's employees. Erica proposes two options: one is a preface to the employee handbook clarifying the governance of the library and library employees per state statute with amendments to portions of the employee policy that differ for library employees (e.g., holidays). The second option would be to complete revisions to a handbook separate from the town handbook. Lanae did base the new town employee handbook largely on the library's previous handbook, so there is a lot the handbook has in common, but there still are areas that need further clarification. Motion by Steve, seconded by Ann, to table discussion and decision to the January meeting. All ayes, motion carried.
- Closed Session:

Ann moved, seconded by Steve, to enter into closed session per section 19.85(1)(c) of Wisconsin state statutes for purposes of considering employment, promotion, compensation or performance evaluation data of library staff. (Topic: employee performance review – review staff evaluations and set 2020 wages.)

- Roll call: Dan: aye, Steve: aye, Patty: aye, Paul: aye, Kathleen: aye, Ann: aye.
- Return to open session: Dan moved, Ann seconded, to return to open session. Roll call: Dan: aye, Steve: aye, Patty: aye, Paul: aye, Kathleen: aye, Ann: aye.
- Report on action in closed session: the library board received a report on employee performance and subsequently acted to approve the 2020 wage rates. Motion by Ann, seconded by Patty, to approve a 3% increase for all staff as indicated in the proposed staff salaries document. All ayes, motion carried.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting January 21, 2020, 4:30 pm at the Demmer Library Tamarack Room.

There being no further business, Dan moved to adjourn, seconded by Kathleen. All ayes, motion carried. The meeting adjourned at 6:44 PM.

Respectfully submitted: Erica Brewster, Director