**Ethel Everhard Memorial Library Board of Trustees**

**January 11, 2021 Meeting Minutes**

**Presiding Officer:**  President LeeAnn Kittleson called the meeting to order at 6:55 pm.

**Roll Call:**  LeeAnn Kittleson, Karen Christensen, Nancy Nelson, Karen Robotka and Library Director Paul Ninneman were present. Bruce Dethlefsen absent.

**Agenda:** Motion by Christensen, second by Robotka to approve Agenda for January. **MC — 4 yes, 0 no**

**Minutes:** Motion by Christensen, second by Kittleson to approve December Minutes with change to meeting start time and clarification of 2021 Library Amended Budget. **MC – 4 yes, 0 no**

**Public comments:**  None.

**Financial Reports**:

1. Tabled approval of monthly vouchers for December 2020.
2. Tabled approval of monthly vouchers for January 2021.
3. Motion by Kittleson, second by Robotka to approve November vouchers. **MC – 4 yes, 0 no** Roll Call Vote: Kittleson – yes; Christensen – yes; Nelson – yes; Robotka – yes.
4. Suggestion by Nelson to look at the cost of Amazon Prime to take advantage of free shipping costs of all items ordered from Amazon.com. Paul will estimate shipping costs for 2021. Discussion to be on Agenda for February meeting.
5. Director’s Report
   1. Calendar presented
   2. Monthly Statistics presented
   3. Grants: Beanstack grant was completed — asked for $600; no response. TEACH grant for tech upgrades was also completed and sent it; no response. Grant request was for $4,088 — some of the items requested were a camera system for the meeting room space, a new hotspot and back-up systems for staff computers. Mobile Beacon grant request — 10th anniversary special for unlimited service, 10 laptops and 10 hotspots; December 31 was the date submitted; no response.
   4. Winter Reading Program — advertising is underway
   5. Collaborative Summer Reading Program — posters, bookmarks and misc. have been ordered.
   6. Bathroom and closet lights have been updated to LED.
   7. Science Kits for Public Libraries (SKPL) is being worked on and will be handed in on the 16th.
   8. Miscellaneous reorganizing — stored items have been removed from the furnace room — discussion about how to dispose of surplus items; discussion about purging Friends of the Library signs
6. Friends of the Library – reported by Karen Robotka
7. Treasurer’s deposits made and up to date.

**Unfinished Business:**

1. Library Operation and Covid-19 — several patrons have been entering library and not wearing masks — possible suggestions to encourage mask wearing
2. Meeting Room Renovations
3. Presentation provided by Nelson summarizing comments from all board members for the library proper, the lobby, the meeting room and the ventilation issue. Motion by Kittleson, second by Nelson to have Nelson will meet with 2 architectural design/build firms to secure preliminary estimates for design services for the scope of work. **MC – 4 yes, 0 no**
4. Kerschner’s quotation for the work-around to achieve better ventilation in the building was presented. No action taken as this may be an issue that would tie into the interior facelift/renovation we are currently discussing.

**New Business**

1. 2021 Amended Budget — tabled until February meeting
2. Employee Evaluations: Motion by Nelson, second by Christensen to move into closed session. **MC – 4 yes, 0 no** (WI Statute 19.85© Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.)
3. Motion by Nelson, second by Christensen to return to open session. **MC – 4 yes, 0 no**
4. Motion by Christensen, second by Nelson that Kittleson present evaluation to Library Director Paul Ninneman and a follow-up evaluation will be held at the February meeting.

**Adjourn**

Motion by Kittleson to adjourn, second by Nelson. **MC – 4 yes, 0 no**

**Next Meeting**

February 8, 2021

Minutes recorded by Nancy Nelson