**Ethel Everhard Memorial Library Board of Trustees**

**September 18, 2023 Meeting Minutes**

**Presiding Officer**: Board President Cathy Rohner called the meeting to order at 5:05 p.m.

**Roll Call**: Cathy Rohner, Nancy Nelson, Bruce Dethlefsen, Valerie Virch, Tammy Winkleman, Director Eliana Luke, and Clairellyn Sommersmith present.

**Agenda**: Motion by Nelson to approve agenda. Second by Virch. Motion carried 5-0.

**Minutes**: Motion by Winkleman to approve minutes from the regular August 21, 2023 meetings. Second by Virch. Motion carried 5-0.

**Public Comments**: None.

**Reports**:

1. **Financial Reports**

Motion by Dethlefsen to approve payment of monthly bills. Second by Rohner. Roll call vote: Nelson – yes; Dethlefsen – yes; Rohner - yes; Winkleman - yes; and Virch - yes. Motion carried 5-0.

1. **Director’s Report**

1-) Monthly statistics/user data presented. Discussion of printing charges. Fifty cents for color printing and ten cents for black and white

2-) Calendar reviewed by Director. Sixteen programs in August 2023

3-) Programming updates. Story walk opened with sponsors for next month. Thank you notes sent to sponsors. Current part time library aide position open starting October 8. Director involved in Continuing Education. Director received a new Dirctor’s laptop computer. Next Friend’s meeting 2 p.m. September 26. Friend’s booksale October 19-21.

1. **Friends of the Library**  No report.

**Old Business:**

Tara Hibner’s resignation accepted.

**New Business:**

1. **2024 Budget Draft-** Suggested 3.9% increase. Motion to approve budget draft by Dethlefsen. Second by Virch. Motion carried 5-0.
2. **Library policies and procedures** – Motion by Nelson to approve policy drafts dealing with minimum age requirements, building keys and access, accounts at local businesses, and library closure policies. Second by Winkleman. Motion carried 5-0.
3. **Motion to move into closed session** by Nelson. Second by Virch. Motion carried 5-0. Roll call vote: Nelson – yes; Dethlefsen – yes; Rohner - yes; Winkleman - yes; and Virch - yes.

*WI Statute 19.85 © Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.*

1-) Director evaluation.

1. **Motion to come out of closed session** by Virch. Second by Nelson. Motion carried 5-0.

Roll call vote: Nelson – yes; Dethlefsen – yes; Rohner - yes; Winkleman - yes; and Virch - yes.

**Adjourn:** Motion by Virch to adjourn at 6:53 p.m. Second by Nelson. Motion carried 5-0.

**Next meeting:**  October 16, 2023 at 5:00 p.m.