**Ethel Everhard Memorial Library Board of Trustees**

**January 9, 2023 Meeting Minutes**

**Finance Committee Meeting:**  6:30p.m. Rohner and Nelson reviewed vouchers.

**Presiding Officer:** Board President Cathy Rohner called the meeting to order at 6:37pm.

**Roll Call:** Nancy Nelson, Cathy Rohner, Valerie Virch present, Karen Robotka and Bruce Dethlefsen (absent).

**Agenda:** Motion by Rohner to approve Agenda. Second by Virch. MC 3-0.

M**inutes:** Motion by Virch to approve Minutes with changes from the regular December 15, 2022 meeting. Second by Rohner. MC 3-0.

**Public Comments:**  None.

**Reports:**

1. **Financial Reports**

Motion by Nelson to approve monthly vouchers. Second by Rohner. MC 3-0.

Roll Call Vote: Nelson - yes; Rohner - yes; Virch - yes.

Monthly Income & Expense Reports to be provided next meeting.

1. **Director’s Report**

None

1. **Friends of the Library**

Virch reported meeting to be held Jan. 24; will present possibility of postponing Book & Bake Sale to another date.

**Unfinished Business:**

1. Motion by Rohner to close BMO checking and open new checking with funds at National Exchange Bank. Second by Virch. MC 3-0
2. Reviewed PMIC Insurance re dogs in the Library as would apply to Read Dog Program.
3. Annual Staff Evaluations. Virch moved to change all to annually in September. Second by Rohner. MC 3-0.
4. **Director Succession Plan.** Binder/plan has been updated and ready for implementation.
5. **Library operations and COVID-19.** No change, masks optional.

**New Business:**

 **New Director Hire.** Reviewed Director work schedule. Move by Nelson to hire Eliana Luke as Director with start date of January 16, 2023. Second by Virch. MC 3-0.

 **Cleaning Support:** Nancy will discuss with Village rebidding and setting up cleaning requirements and schedule for common areas in the Library.

**Adjourn:**

 Virch moved to adjourn. Second by Rohner. MC 3-0.

**Next Meeting:**

February 13, 2023.

Respectfully submitted: Nancy Nelson