

# Ethel Everhard Memorial Library Board of Trustees

May 14, 2018, 6:45 pm

**Presiding Officer:** President LeeAnn Kittleson called the meeting to order at 6:45pm.

**Roll:** Trustees: Bruce Dethlefsen, LeeAnn Kittleson, Nancy Nelson, Karen Robotka and Library Director, Aaron Raschke in attendance. Mary Bergs absent.

**Agenda:** Dethlefsen moved to approve the Agenda for the May 14, 2018 Board Meeting. Robotka seconded. **MC — 4 yes, 0 no**

**Minutes:** Nelson moved to approve the minutes from the April 9, 2018 Board Meeting. Kittleson seconded. **MC— 4 yes, 0 no**

**Public Comments:** None.

## **Reports:**

### **Financial Report:**

1. Robotka moved to approve the payment of Monthly Bills for May 2018. Dethlefsen seconded.  
**MC— 4 yes, 0 no**  
Roll Call Vote: Dethlefsen – yes; Kittleson – yes; Robotka — yes; Nelson – yes.
2. Income and Expense reports were presented and discussed.
  - a. County funding was received during April.
  - b. Westfield Lions donation of \$300 was received for the Summer Library Program.
  - c. There was an individual donation of \$300 for the Summer Library Program.

### **Director's Report**

1. Monthly Statistics for April: Circulation –4136; eCirculation –275; Patrons — 2244; New Cards – 10; Computer Hours 248; Computer Users –284; Wireless Devices – 297; Wireless Sessions – 1543; Website Visits & Website Pageviews – not available from system undergoing maintenance.
2. Reviewed the Calendar of Events for May 2018.
3. WTEC – Aaron attended. The Winnefox system-wide technology and new software was previewed including one to facilitate wireless printing.
4. ILS Merger Committee (Integrated Library System) – Aaron attended and there was further discussion re governance options – i.e., votes for size of library, etc. vs. committee members' representative of library's voting.
  - a. Cost formula options re cost to libraries discussed and will be presented and/or adopted at next committee meeting
  - b. Comparison of services to be offered vs. existing services.

### **Friends of the Library** – Robotka presented update.

1. The May Plant Sale was successful in spite of the adverse weather conditions.
2. The June Book & Bake Sale plans are underway and will be held June 7-9.
3. Thank You to Ed Mockler for picking up new tables provided by Friends.

## **Unfinished Business:**

1. Aaron presented three (3) bids received for library lighting upgrades.
2. Discussion on Focus on Energy Comprehensive Lighting Initiative Project and review of bids received.
  - a. Pursue using existing fixtures in library and meeting room with energy efficient replacement bulbs.
  - b. Obtain advice from electrical contractor on how better to illuminate lobby area with new energy efficient lighting.
  - c. Contact H&M Wiring, Dustin Henricksen, for meeting and proposal.

## **New Business:**

1. Review and discuss library's Internet Use Policy.
2. Nelson to put Policy into standardized format to be reviewed at June meeting.

## **Adjourn:**

Kittleson made a motion made to adjourn. Robotka seconded. **MC — 4 yes, 0 no**

Next meeting will be held June 11, 2018

Minutes recorded by Nancy Nelson