

Ethel Everhard Memorial Library Board of Trustees
November 9, 2015 6:45P.M. Library

Presiding Officer: President, LeeAnn Kittleson , called the meeting to order at 6:45PM.

Roll: Trustees: LeeAnn Kittleson, Karen Christensen, Pat Adkins, Karen Robotka, Bruce Dethlefsen and Library Director, Aaron Raschke in attendance.

Agenda: Christensen moved to approve the agenda for November 9, 2015 Board Meeting, second by Robotka. **MC 5-0**

Minutes: Christensen moved to approve minutes of October 12, 2015 regular Library Board meeting and the special Library Board Meeting of October 19, 2015 as written. Second by Dethlefsen. **MC 5-0.**

Public Comments: None.

Reports:

Financial Report:

1. Christensen moved to approve payment of Monthly Bills for November, 2015 plus the bill for carpet cleaning which hadn't arrived yet. Second by Dethlefsen. Discussion held. Roll Call Vote: Kittleson – yes; Robotka - yes; Adkins - yes; Christensen-yes; Dethlefsen - yes. **MC 5 yes and 0 no.**
2. Income report presented and discussed.
3. Expense report presented and discussed.

Director's Report

1. Monthly Statistics October 2015: Circulation - 4082; Patrons - 2968; New Cards -21; Computer Hours - 230; Computer Users - 339; Wireless Devices - 215; Wireless Hours - 15; Website Visits - 1380; Website Pageviews - 2280.
2. Aaron will be attending the County Board Meeting to urge funding at the original level suggested.
3. New Girl Scout troop will be meeting in the community room.
4. Aaron reported we will have a horse drawn sleigh driven by Andy in the parade for Taste & Tour. People in period costume are needed to walk along. Contact Aaron if able to walk the parade route.
5. Employee, Alice, wants 4 months off beginning in December. Aaron wants to hire new employee instead of finding someone to cover the time. After discussion we told him to move forward.

Friends of the Library:

1. Next meeting is Jan. 26, 2016

Unfinished Business –

1. Future Salary and Benefits expenditures handout was discussed. Purchase of Launch Pads held up with trouble ordering but they have arrived and should be ready for use on January

1st. Will roll over the remaining amount in the fund to be used in our 2016 Budget.

2. Robotka moved that we move into closed session* to discuss employee compensation. **WI Statute §19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility* Dethlefsen seconds. **MC 5-0.**

3. Christensen moved that we move out of closed session. Robotka seconds. **MC 5-0**

4. Dethlefsen moved that we increase the pay scale by adding 32 cents per hour to the Director's salary and 25 cents per hour to the 20 hour/wk Library Assistant's salary beginning January 1, 2016. The 10 hour/wk to remain the same. Adkins seconds. **RC: Dethlefsen – yes; Kittleson – yes; Christensen – yes; Robotka – yes; Adkins – yes. MC 5-0**

New Business

1. Christensen moved to withdraw from the Local Government Insurance Fund as of 1/19 2016 and enroll in the Municipal Property Insurance Company. Dethlefsen seconds. **MC 5-0.**

2. Christensen moved to go to closed session* to discuss Aaron's annual evaluation. **WI Statute §19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.* Robotka seconds. **MC- 5-0**

3. Robotka moved to come out of closed session. Dethlefsen seconded. **MC-5-0**

4. Christensen moved not to schedule a December meeting. Robotka seconds. **MC 5-0**

Christensen made a motion made to adjourn Second by Robotka. **MC- 5-0**

Next meeting, January 11, 2016. New Business: at 6:45pm

Minutes recorded by Pat Adkins.