

**Ethel Everhard Memorial Library Board of Trustees**  
**November 14, 2016 6:45P.M. Library**

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

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

**Agenda:** Dethlefsen moved to approve the agenda for November 14, 2016 Board Meeting, second by Robotka. **MC 4-0**

**Minutes:** Robotka moved to approve minutes of October 10, 2016 regular Library Board meeting. Dethlefsen seconds. **MC- 4-0.**

**Public Comments:** None.

**Reports:**

**Financial Report:**

1. Dethlefsen moved to approve payment of Monthly Bills for November 2016. Second by Robotka. Roll Call Vote: Kittleson – yes; Robotka - yes; Adkins - yes; Dethlefsen - yes. **MC 4 yes and 0 no.**
2. Income and Expense reports presented and discussed.

**Director's Report**

1. Monthly Statistics : Circulation - 3782; eCirculation – 142; Patrons - 2975; New Cards-18; Computer Hours - 259; Computer Users - 302; Wireless Devices - NA; Wireless Hours - NA; Website Visits -1171; Website Pageviews - 2150.
2. Aaron reported a good turnout for trick-or-treating at the library. Also good turnout and lots of fun for Storytime group trick-or-treating at Westfield businesses.
3. Pokemon Club a great success. 16 kids and some parents attended. Will continue to meet 1<sup>st</sup> Monday of every month after November.
4. Marquette County libraries are planning to do something in the newspaper monthly about the cost of Act 420. We want to raise public awareness.
5. Book Club is open to public. Meets in the village hall. Book for November is Still Life.
6. There has been a complaint about the flag displayed in front of the library not being lit at night. Aaron will buy a light for the top of the pole. Cost is approximately \$30.
7. Katie is going to have a baby in the spring. She has asked for the whole summer off intending to return in the fall. We agreed to let Aaron handle the arrangements. During the time off her position will remain unfilled.
8. Food for Fines will start the week before Thanksgiving and last until just Christmas Eve.

**Friends of the Library:**

1. Potluck held in October. No meetings until January. Will be planning the February Book and Bake Sale.
2. Karen reported that the oven in the Community Room is not working. She will check into the cost for replacement.

**Unfinished Business:**

1. 2017 Budget presented by Aaron. There is a shortfall. After discussing several ways to create a balanced budget, including cutting staff hours, cutting budget line items further, increasing the sale price of sales, and combinations of those ideas, Dethlefsen made the motion to balance the shortfall by reducing the materials budget to \$5,756 and using \$2,740 from the BMO account to balance the 2017 budget. The remaining \$4,244 in the WCTS reserve account will be used for materials in 2017. Robotka seconds. **MC – 4-0**

**New Business**

1. Aaron presented an Emergency Closing Policy. We discussed it and suggested some changes. Aaron will rewrite it and present it at the next meeting for a vote.
2. We discussed the 2017 Holiday Days Closed Schedule. Adkins moved to go with the same schedule as the village. Dethlefsen seconds. **MC 4-0**
3. We decided to have a December board meeting on December 12<sup>th</sup> at 7pm.

Robotka made a motion made to adjourn.

Next meeting, December 12, 2016. New Business: at 7 pm.

Minutes recorded by Pat Adkins.