

Ethel Everhard Memorial Library Board of Trustees

November 12, 2018, 6:45 pm

Presiding Officer: President LeeAnn Kittleson called the meeting to order at 6:50pm.

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

Agenda: Dethlefsen moved to approve Agenda for November 12, 2018 Board Meeting. Nelson seconded. **MC — 5 yes, 0 no**

Minutes: Dethlefsen moved to approve Minutes from October 8, 2018 Board Meeting. Nelson seconded. **MC — 5 yes, 0 no**

Public Comments: None.

Reports:

Financial Report:

1. Income and Expense reports were presented and discussed.
2. Nelson moved to approve the payment of Monthly Bills for November 2018. Bergs seconded.
MC— 5 yes, 0 no
Roll Call Vote: Bergs — yes; Dethlefsen — yes; Kittleson — yes; Nelson — yes; Robotka — yes.

Director's Report:

1. Monthly Statistics for October: Circulation 4088; eCirculation – 252; Patrons – 2796; New Cards – 26; Computer Hours – 209; Computer Users – 259; Wireless Devices – 348; Wireless Sessions – 1756; Website Visits – 1012; Website Pageviews – 1690.
2. Reviewed the Calendar of Events for November 2018.
3. Trick or Treat — The library hosted around 200 trick or treaters which is the most who have ever participated.
4. ILS Merger Update — moving forward with the OWLS merger, policies and procedures are still being discussed and will be introduced and/or tested as scheduled.

Unfinished Business:

1. Work on replacing lighting and retrofitting fixtures is finished.
2. Focus on Energy rebate is applied for.
3. Lighting appears much improved.

Library Budget:

1. County meets 11/13/18 and could potentially change allotment.
2. Library will add an extra open hour each Friday and Saturday beginning Jan. 1.
3. Dethlefsen moved to approve budget for 2019 as amended including the changes to salary and pay scale. Robotka seconded. **MC— 5 yes, 0 no**

New Business:

1. Trust disbursement was presented and there was discussion as to where and how to invest proceeds.
2. Kittleson moved to place disbursement proceeds in Business Money Market Checking Account managed by State Farm. Robotka seconded. **MC— 5 yes, 0 no**
3. Employee Evaluations
 - a. Nelson moved into closed session. Dethlefsen seconded.* **MC— 5 yes, 0 no**
WI Statute 19.85© Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - b. Nelson moved into open session. Robotka seconded. **MC— 5 yes, 0 no**
4. There will be no meeting in December.
 - a. Next meeting will be January 14, 2019.

Adjourn: Nelson moved to adjourn. Kittleson seconded. **MC— 5 yes, 0 no**