

Ethel Everhard Memorial Library Board of Trustees
September 13, 2021 Meeting Minutes

Finance Committee Meeting: 6:30 p.m. Christensen and Robotka reviewed vouchers.

Presiding Officer: President LeeAnn Kittleson called the meeting to order at 6:52 p.m.

Roll Call: LeeAnn Kittleson, Karen Christensen, Nancy Nelson, Karen Robotka, and Bruce Dethlefsen. Library Director, Anna Dinkel, present. Visitors Jessica Stauffacher and Luke Showen.

Agenda: Motion by Christesen to approve Agenda. Second by Nelson. Motion carried 5-0.

Minutes: Motion by Nelson to approve the minutes from the regular July 12, 2021 meeting. Second by Kittleson. Motion carried 5-0.

Public Comments: None.

Reports:

A. Financial Reports

Motion by Christensen to approve monthly vouchers. Second by Robotka. Motion carried 5-0. Roll call vote: Kittleson – yes; Christensen – yes; Nelson – yes; Dethlefsen – yes; and Robotka – yes. Monthly income and expense reports by Director.

B. Director's Report.

- 1-) Monthly statistics/user data presented. Library patrons are encouraged to get library cards.
- 2-) Calendar reviewed. Storytime on calendar for foreseeable future. Winter sewing program begins October 7, 2021.
- 3-) Grant applications. Applying for ARPA grant through Winnefox for library furniture and mobile outreach.
- 4-) New employee training and shadowing dates.
- 5-) Director to attend WLA Conference November 16-19, 2021.

C. Friends of the Library.

- 1-) Silent auction recap. \$1651 raised. \$184 in donations. \$1000 will go to buy children's books for the library. Seventeen active Friends members. Friends meet on the fourth Tuesday of the month at 1 p.m.

Unfinished Business:

A. Library Renovations.

- 1-) Ad Hoc committee report by Stauffacher. Committee will promote donations by various methods. Possible sale of library furniture. Looking for movers. Press release for donations.

Working on budget for furniture. Historical article in newspaper to promote renovation.
Donations forms are available in the library.

2-) Director discussed operations during renovation. Wi-Fi possibilities. Storage in the Village Hall. Call forwarding – U.S. Cellular. Fax line and copier will be moved temporarily. Donate supplies to the Village. One hundred boxes may be donated by the Berlin Food Bank.

B. Library Operations and Covid 19.

No change in library procedures.

New Business:

A. Flag pole and outdoor table proposal.

Suggestion by Christensen and discussion to improve flag pole and outdoor table. No action taken.

B. Approval of 2022 Library Budget.

Motion by Dethlefsen to approve 2022 Budget as presented by Director. Second by Nelson. Motion carried 5-0.

C. Motion to move into closed session.

WI Statute 19.85(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion by Christensen to go into closed session. Second by Nelson. Motioned carried 5-0. Three month evaluation of Director presented to Anna Dinkel.

Motion by Nelson to move back into open session. Second by Robotka. Motion carried 5-0.

Adjourn. Motion by Christensen to adjourn at 8:40 p.m. Second by Christensen. Motion carried 5-0.

Next meeting . October 11, 2021