

Ethel Everhard Memorial Library Board of Trustees
August 9, 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 6:47 p.m.

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

Agenda: Motion by Christensen to approve Agenda. Second by Robotka. Motion carried 5-0.

Minutes: Motion by Kittleson to approve the minutes from the regular July 12, 2021 meeting. Second by Nelson. Motion carried 5-0. Discussion of library renovation costs: 50% by the village and 50% by the library. No action taken.

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.

Motion by Nelson to approve gas bill monthly with other bills. Second by Robotka. Motion carried 5-0.

Income and expense reports presented by Director, including Amazon credits for invoices update. Discussion only of the library cash management records keeping program.

B. Director's Report

1-) Monthly statistics/user data presented.

2-) Calendar reviewed. Storytime will be on Tuesdays at 10 a.m. Considering starting Lego program outside.

3-) Summer Reading Program update. 29 patrons were signed up for the Summer Library Program and prizes were awarded.

4-) Programming update. The Master gardeners have been contacted about presenting future programs.

5-) Grant applications. Director working on library grants.

6-) Money collection update. Working with WorkFlows program.

C. Friends of the Library.

1-) Book and Bake sale recap. Over \$1000 taken in.

2-) Silent Auction. Friends have received 115 items so far.

Unfinished Business:

A. Library Renovations.

Renovation plans continue. Bids will go out at the end of August. Bids chosen after that. Possible closure for two months, December 2021 and January 2022. Possible storage company to be contacted to store library materials during renovation. Looking to do fundraising for interior furnishings. Meeting in August with DEMCO to discuss costs.

B. Library Operations and Covid 19.

Motion by Kittleson to require masks inside the library building whenever the COVID transmission level is high or substantial effective Wednesday, August 11, 2021. Second by Dethlefsen. Motion carried 5-0.

New Business:

A. Selection of Library Director evaluation form.

Present form continued for Director's three month evaluation.

B. Changes to National Exchange Bank & Trust account transactions and deposits.

Information only.

C. Contributions to Winnefox OverDrive Advantage account.

Information only.

D. Old technology for upcoming silent auction.

May include monitors, Nooks, computer printers and some children's furniture at the Director's discretion.

E. Change in library assistant position 18/12 split.

To begin with new hire.

Adjourn

Motion to adjourn at 9:50 p.m. by Nelson. Second by Kittleson.

Next Meeting

September 13, 2021