

**Ethel Everhard Memorial Library Board of Trustees**  
**October 11, 2021 Meeting Minutes**

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

**Presiding Officer:** Vice President Karen Robotka called the meeting to order at 6:50 p.m.

**Roll Call:** Nancy Nelson, Karen Robotka, and Bruce Dethlefsen, present. Absent: LeeAnn Kittleson, Karen Christensen, and Library Director, Anna Dinkel. Visitors, Jessica Stauffacher and Matt Yentz. LeeAn Kittleson present at 7:18 p.m.

**Agenda:** Motion by Nelson to approve Agenda. Second by Dethlefsen. Motion carried 3-0.

**Minutes:** Motion by Nelson to approve the minutes from the regular September 13, 2021 meeting. Second by Robotka. Motion carried 3-0.

**Public Comments:** None.

**Reports:**

**A. Financial Reports**

Motion by Dethlefsen to approve monthly vouchers. Second by Robotka. Motion carried 3-0.  
Roll call vote: Nelson – yes; Dethlefsen – yes; and Robotka – yes. Monthly income and expense reports from Director.

**B. Director's Report (submitted in writing)**

- 1-) Monthly statistics/user data presented. Circulation forecasted to be 20,000 by the end of the year.
- 2-) Calendar reviewed. Library will offer LEGO @ the Library, Storytime, Drop-In Technology, and an Email Basics: 101 course in November. Winter Sowing to be rescheduled.
- 3-) Grant applications. Director has applied for four grants this month.
- 4-) New employee training ongoing.

**C. Friends of the Library.**

Friends Banquet scheduled for Tuesday, October 26 at noon and Friends Book and Bake Sale is scheduled for October 28, 29, and 30.

**Unfinished Business:**

**A. Library Renovations.**

- 1-) Ad Hoc committee report by Stauffacher. Temporary storage will require four ten by ten foot containers leased from STO-COR company from Wisconsin Rapids for \$150 each per month. Committee moving ahead with fund raising public information. Committee looking at the possibility of making donations through the library website.

2-) Director discussed operations during renovation. Line, bill, and security networks will be installed. Ideas for which bookcases will be transferred were shared.

**B. Library Operations and Covid 19.**

Infection rates for Marquette County are “critically high.” No change in library procedures.

**New Business:**

**A. Review of renovation bids by Matt Rentz from Strand Associates.**

Recommended low bid from Harmony Construction Management at \$293,242 and that 10% contingency fund for cost overrun be added. Motion by Dethlefsen to accept the bid from Harmony Construction Management and to notify the Westfield Village Board. Second by Nelson. Motion carried 3-0.

**B. Approve plan for using funds from maturing CD's.**

Motion by Dethlefsen to approve plan for using funds from CD's to go to the Village Government Pool account for library renovations. Second by Robotka. Motion carried 4-0.

**C. Discussion of employee evaluation form and review process.**

Motion by Dethlefsen to table discussion until next Board meeting. Second by Kittleson. Motion carried 4-0.

**Adjourn.** Motion by Robotka to adjourn at 8:25 p.m. Second by Nelson. Motion carried 4-0.

**Next meeting.** November 8, 2021