

**Eleanor Ellis Public Library
4495 Town Hall Road
Phelps, WI 54554
715.545.2887**

Board of Trustees Regular In-Person Meeting and Teleconference

Agenda:

1. **Call Meeting to Order:** The meeting was called to order by President Lisa Volkmann at 6:00 PM.
2. **Roll Call/Quorum Call:** Present at this meeting: Kathy Schofield, Dawn Gonitzke, Angie Carlson, President Lisa Volkmann and Director Kaye Petts. Absent: Ann Pickart
3. **Verification of Public Notice:** Lisa Volkmann posted this agenda at the Phelps Public Library, Phelps Town Hall, Phelps Convenience Center, and emailed to the Vilas County News Review on September 11, 2021.
4. **Approval of August 23, 2021, Special Meeting Minutes:** Motion to accept the minutes of the August 23, 2021 Special Meeting by Kathy Schofield. Second by Angie Carlson. All Aye. Motion carried.

Discussion/Action Items:

5. **Treasurer's Report:** Kathy presented the Financial Report. She also presented a form for Purchase Procedure to use with the library credit card. This would be a log of all credit card purchases, such as the town uses. mBank has now transitioned to Nicolet Bank. Kathy will visit the bank to talk about new checks and credit card. The balance in the EEPL account as of September 3, 2021 is \$100,607.82.
6. **Library Policy: Locker Use Policy, Spending Guide Policy, Employee Handbook: Policy, personal use of library staff computer for email/documents/shopping:**
 - a. Locker Use Policy: "Patrons age 16 and over who have a library card will be allowed to use the lockers. There will be a 3 day limit to pick up reserved items by way of phone call, email message, or online order of materials. Patrons will be charged for the replacement cost of any lost or misplaced locks. Any abuse of the lockers will result in the loss of privilege to use the locker system in the future." Motion to accept this policy by Kathy Schofield. Second by Angie Carlson, All Aye. Motion carried.
 - b. Spending Guide Policy: The board discussed adding language to the director and employee handbook under Administrative Policy. "The EEPL director has the authority to purchase customary books, supplies, and materials at the director's discretion up to \$500. The director will present any purchases over the amount of \$500 to the EEPL board for approval." Motion to accept by Dawn Gonitzke. Second by Kathy Schofield. All Aye. Motion carried.
 - c. Employee Handbook Policy: personal use of library staff computer for email/documents/shopping: "The library staff is prohibited from using the staff computers for personal use. Former employees will not have access to the EEPL

director email or EEPL staff email.” Motion by Dawn Gonitzke. Second by Kathy Schofield. All Aye. Motion passed.

7. **Library financial audit:** Lisa Volkmann has been contacting local CPA firms to request an audit. It was felt that we are not organized enough with our financial information and documents to bring a CPA in yet. The board will continue to discuss this issue in the future.
8. **Director’s Report:** Kaye Petts presented the director’s report. September 22, 2021 will be the last town budget meeting. After this date, we will know what the budget for EEPL will be from the town.
9. **Adjournment and Next Meeting Date:** The next regular EEPL Board of Trustees Meeting will be on Monday, November 8, 2021. Motion to adjourn by Kathy Schofield. Second by Angie Carlson, All Aye. Motion passed, Meeting adjourned at 7:56 PM.

Respectfully submitted,
Dawn Gonitzke, EEPL Board of Trustees and Secretary
September 15, 2021