

**Eleanor Ellis Public Library**  
**4495 Town Hall Road, Phelps, WI 54554**  
**Board of Trustees Special Meeting Teleconference/ In-Person Meeting**  
**Wednesday, July 14, 2021, 6:00 pm**

**Agenda:**

1. **Call Meeting to Order:** The meeting was called to order by President Lisa Volkmann at 6:08 PM.
2. **Roll Call/Quorum Call:** Present at this meeting: Lisa Volkmann, Kathy Schofield, Ann Pickart, Dawn Gonitzke and EEPL Director Cari Hutton. Not present: Angie Carlson
3. **Verification of Public Notice:** Cari Hutton verified that notice of this agenda has been posted at the Phelps Public Library, Phelps Town Hall, Phelps Convenience Center and emailed to Vilas County News Review on July 13, 2021.
4. **Approval of the July 8, 2021 Special Meeting Minutes:** Kathy Schofield made a motion to amend the minutes in #5 Library Clerk Position to read: “ It appeared that there was a decision in the past to strike the PTO language in the employee handbook (page 5) **for the clerk position**. That deletion was not completed in the current employee handbook. Motion by Lisa Volkmann to delete the PTO language **for the clerk position part in** the employee handbook.” Second by Dawn Gonitzke. All Aye. Motion carried. Motion to approve the minutes with the changes by Kathy Schofield. Second by Lisa Volkmann. All aye. Motion carried.

**Discussion/ Action Items:**

1. **EEPL 2021 Budget Proposal:** Since the NWLS does not meet until August 19, 2021, we will not have exact numbers for our 2022 budget. Motion to inform the Town of Phelps Board that the 2022 budget proposal for EEPL will not be less than 2021, however, we are not able to determine the exact numbers at this time. Motion by Lisa Volkmann. Second by Dawn Gonitzke. All aye. Motion carried. The Town Board would like to meet with representatives of EEPL on Wednesday July 21, 2021 at 6:30 PM to discuss a preliminary budget.
2. **New Director Benefits Package:** Cari Hutton will serve as director of EEPL until Friday, July 23, 2021. It was suggested by Cari that we do not let the library services drop below 20 hours per week. Much discussion was held about trying to increase the EEPL director’s hours to full time and possibly adding benefits such as health insurance to increase the chances of getting well qualified candidates to apply for this position.
3. **Employee Resignation/Retirement Policy: Pay in lieu of Accrued PTO:** Ann Pickart motioned to close the open meeting and reconvene to closed session to discuss employee compensation. Second by Dawn Gonitzke. All aye. Motion carried. The director pay is currently \$17.45 per hour for approximately 29.5 hours a week to maintain part-time status so that health insurance would not be paid. Cari Hutton requested we consider paying her for unused PTO hours. No action was taken on this subject. Dawn Gonitzke made a motion to adjourn closed session and return to open session. Second by Lisa Volkmann. All aye. Motion carried.

4. **New Director Job Ad:** The board reviewed several ads provided by Cari. An ad was developed by the board members and will be given to Marge Hiller, town clerk, to be placed in the Vilas County News Review and sent to Sherry Machonnes to be put online with the NWLS website to advertise statewide. An email account was set up for the board to use to get access to applications that are sent by email.
5. **Outdoor Lockers:** Outdoor locker placement has been approved from the town board. The lockers will be grey with green doors. Cari Hutton had been approved in the last EEPL board meeting to go ahead and order the lockers.
6. **Adjournment:** A Motion to adjourn by Dawn Gonitzke. Second by Ann Pickart. All Aye. Motion carried. Meeting adjourned at 9:30 PM.

The next regular EEPL meeting will be on Monday, August 2, 2021 at 6 PM.

Respectful submitted by Dawn Gonitzke, Secretary EEPL board of Trustees  
July 14, 2021