

Eleanor Ellis Public Library
4495 Town Hall Road, Phelps, WI 54554 715.545.2887
Board of Trustees Teleconference Meeting
Monday, November 9, 2020, 6:00 pm

Call Meeting to Order by President Lisa Volkmann at 6:03 pm.

Roll Call: Lisa Volkman, president; Kathy Schofield, Dawn Gonitzke, Angie Carlson, Ann Pickart, Cari Hutton, director. All present.

Verification of public notice: This agenda has been posted by Cari Hutton, director, at the Phelps Public Library, Phelps Town Hall, Phelps Convenience Center, and emailed to Vilas County News Review on November 7, 2020.

Approval of the Minutes of the October 14, 2020 special meeting:
Motion to approve by Kathy Schofield. Second by Ann Pickart. All aye. Motion carried.

Change Treasurer/Secretary Position to Treasurer Position and Secretary Position:
Motion to separate the positions of treasurer and secretary by Dawn Gonitzke. Second by Kathy Schofield. All aye. Motion carried.

Nomination and Election of EEPL Treasurer and EEPL Secretary:
Motion to nominate Dawn Gonitzke as EEPL secretary and Angie Carlson as EEPL treasurer by Ann Pickart. Second by Lisa Volkmann. All Aye. Motion carried.

Financial Report: Treasurer, Angie Carlson, presented the financial report for June through October 2020. The total for September receipts is \$7,541.66. Included in the receipts are donations from the Phelps Womens' Club and Smokey Lake Association. Cari Hutton will send thank yous to these two places. Motion to accept the financial report by Dawn Gonitzke. Second by Kathy Schofield. All aye. Motion carried.

Director's Report: Director Cari Hutton presented a written record of her activities for EEPL and gave further explanations of her activities. No action was taken on this report, however, a policy regarding COVID-19 expectations for staff will be included in line item #12, *Covid-19 and EEPL Employee Leave*.

Possible Town Purchase of Accelerator Building and Possible Library Relocation:
A discussion took place in regard to the possibility of EEPL being moved to the Hwy. 17 accelerator building as was discussed with EEPL trustees in closed session with the Phelps Town Board on Wednesday, October 14. At the current time, the EEPL board has not been presented with a plan for what the Phelps Town Board would like to do with the library. Ideas have been presented and discussed, however, a decision cannot be made by the town board until and unless the Phelps electors approve the purchase of the Hwy. 17 building. Since EEPL does not own the building at the present site, the EEPL board is not in the position to make this

decision. Cari Hutton informed the board that AT&T is the provider for the TI fiber optic line to network with Northern Waters Library System. Cari checked with AT&T and was told that it would take a month to get a quote on bringing the fiber optic line to the new location on Hwy. 17. The Phelps Town Electors Meeting will take place on Tuesday, November 17, 2020 at 7:00 pm in the accelerator building on Hwy. 17. Members of the EEPL board are encouraged to attend this meeting to ask questions and get more information. Residents of Phelps would be allowed to vote on the budget and action items on the agenda at this meeting.

EEPL 2021 Budget Appropriation: The Phelps Town Board budget was presented and discussed. The item listed under “culture” includes monies for EEPL and the Phelps Historical Museum. \$4,000 is designated for the museum and \$61,667.33 for EEPL.

COVID-19 and EEPL Service Levels: Curbside pickup days and hours have been expanded as of the first week of November. Previously, Tuesday and Friday were available for curbside pickup from 11:00 am to 2:00 pm. That has been expanded to Monday, Tuesday, and Friday from 10:00 am to 2:00 pm. This change is in response to the request by the Phelps Town Board and a desire to meet the needs of EEPL patrons. Due to the rapidly increasing numbers of Covid-19 in Wisconsin and Vilas County, it is not advised at this point to allow patrons into the library itself. Governor Evers has urged all Wisconsin residents to “stay at home,” but due to the political climate of the state, is not making this a mandate.

COVID-19 and EEPL Employee Leave Policy: During the director’s report, there was a great deal of discussion about how to keep all employees of EEPL safe from Covid-19 since the data shows that we are considered to be very high risk. After much discussion, the board felt it was necessary to put a policy into writing to inform staff members how to deal with our current pandemic:

*“Any employee who chooses to do nonessential travel in high Covid-19 activity level areas during the Covid-19 pandemic is required to provide a negative Covid-19 test result before returning to work at EEPL or required to quarantine symptom free for a period of **10 days** of (1) unpaid leave or (2) paid time off (PTO) if the employee has paid time off available. If the staff member is exhibiting two or more symptoms (including but not limited to: fever of 100 degrees or higher, headache, loss of taste or smell, sore throat, cough, runny nose, shortness of breath, muscle aches, or diarrhea), the employee must provide a negative Covid-19 test. If the test results are positive, the employee must remain in quarantine for **14 days** and until free of any Covid-19 symptoms. The employee will comply with the Vilas County Health Department Covid-19 regulations.”*

Motion to accept this policy as stated by Dawn Gonitzke. Seconded by Kathy Schofield. All aye. Motion carried.

EEPL 2021 Meeting Dates/ Date to approve 2020 Annual Library Report/ Next Meeting Date:

Tentative dates for future EEPL board meetings was presented by Cari Hutton and discussed. It was stated by President Lisa Volkmann that we may want to meet to discuss the outcome of the

Phelps Electors meeting to be held on November 17, 2020 and any communications from the Phelps Town Board resulting from that meeting.

The next regular meeting of the EEPL board of trustees will be on Monday, January 11, 2021 at 6:00 pm. This will be a teleconference.

Adjournment: Motion to adjourn by Kathy Schofield. Seconded by Lisa Volkmann. All Aye. Motion carried. Meeting adjourned at 7:51 pm.

Respectfully submitted by Dawn Gonitzke, EEPL secretary

Note as of 11-13-2020: The Phelps Electors meeting has been postponed until Tuesday, November 30, 2020. Check the Phelps Town website for updates.