

Eleanor Ellis Public Library
4495 Town Hall Road, Phelps, WI 54554
715.545.2887
Board of Trustees Annual Teleconference Meeting
Monday, May 10, 2021, 6:00 PM

Agenda

1. **Call Meeting to Order:** President Lisa Volkmann called the meeting to order at 6:05 PM.
2. **Roll Call/ Quorum Call:** Present for the meeting: Angie Carlson, Lisa Volkmann, Dawn Gonitzke, Kathy Schofield, Director Cari Hutton. Absent: Ann Pickart
3. **Verification of Public Notice:** Cari Hutton posted the agenda for this meeting at the Phelps Public Library, Phelps Town Hall, Phelps Convenience Center and emailed to the Vilas County News Review on May 8, 2021.
4. **Approval of the Minutes of March 8, 2021 meeting:** Minutes were reviewed. Motion to accept the minutes by Angie Carlson. Second by Lisa Volkmann. All aye. Motion carried.

Discussion Action Items:

5. **Nomination and Election of EEPL Officers:** Lisa Volkmann nominated Angie Carlson for treasurer, and Dawn Gonitzke for secretary. Dawn Gonitzke nominated Lisa Volkmann for president. Motion by Dawn Gonitzke to approve the nominations as listed. Second by Angie Carlson. All Aye. Motion carried.
6. **Financial Report:** Angie Carlson presented the financial report. Current balance is \$49,933.69. Discussion and questions. Motion to accept the financial report by Dawn Gonitzke. Second by Lisa Volkmann. All aye. Motion carried.
7. **Director's Report:** Director Cari Hutton presented her report. Discussion and questions followed. It was mentioned that the clerk, Lori, has resigned and that a search will be taken to replace Lori. The board and director appreciate Lori's time and service to EEPL. No action taken on any items.
8. **Covid-19 and EEPL Service Levels, Policies and Procedures for Building Reopening:** Director Cari Hutton presented a list of reopening guidelines in accordance with local health departments, CDC, and consultation with other local libraries. It was decided that the board is in agreement with the items on her list. Much discussion took place to determine what is needed to make patron use of the building safe for everyone. It is emphasized that the library has continued to be open and serve its patrons through

curbside pickup, digital library, use of the internet in the parking lot, and other services. Cari will try to have everything in place to allow patrons to use the building by Thursday, May 20th. Lisa Volkmann will attend the Phelps Town Board Meeting on Wednesday, May 12th at 7 PM in the town hall to answer questions about our reopening plan or other issues about the library that the town board may have.

In addition to the items on Cari's list for reopening, a question was brought up about the possibility of installing outdoor lockers with combination codes on them for 24/7 curbside pickup in the future. This is something that would be useful not only during times of pandemic, but indefinitely. This will continue to be researched and discussed more at future meetings.

Lisa Volkmann made a motion to accept the reopening guidelines as presented by Cari Hutton. This motion is made with the understanding that the Director, Cari Hutton, will have the authority to implement adjustments to this plan as needed and appropriate. Second by Dawn Gonitzke. All aye. Motion carried.

Discussion about when to schedule the next EEPL Board of Trustees meeting. It was suggested that since reopening the building is a fluid and complex issue, we should try to meet on **Monday, June 14, 2021 at 6 PM as a special meeting** to evaluate progress. Our next regular meeting will be held on **Monday, July 12, 2021 at 6 PM**. It was suggested that the board will need to look at the pandemic policies of other libraries and develop a plan for EEPL for this pandemic and possible future pandemics.

9. **Adjournment:** Motion to adjourn by Dawn Gonitzke. Second by Kathy Schofield. All Aye. Motion carried. The meeting was adjourned by President Lisa Volkmann at 7:51 PM.

Respectfully submitted on May 11, 2021
Dawn Gonitzke, EEPL Board of Trustees member and Secretary