

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

Board of Trustees Regular Teleconference Meeting

Monday, January 10, 2022, 6:00 PM

Amended Agenda:

1. **Call Meeting to Order:** The meeting was called to order by President Lisa Volkmann at 6:05 pm.
2. **Roll Call/ Quorum Call:** Present at the meeting: Ann Pickart, Angie Carlson, Dawn Gonitzke, Kathy Schofield, President Lisa Volkmann, and director Kaye Petts.
3. **Verification of Public Notice:** The original agenda and amended agenda have been posted at the Eleanor Ellis Public Library, Phelps Town Hall, Phelps Town Hall, Phelps Convenience Center, Phelps Post Office, and mailed to the Vilas County News Review on November 9, 2022.
4. **Approval of November 8, 2021 Meeting minutes:** Motion by Kathy Schofield to accept the minutes of the November 8, 2021 meeting. Second by Angie Carlson, All aye. Motion carried.

Discussion/Action Items:

5. **Treasurer's Report:** Treasurer Kathy Schofield presented a verbal summary of the treasurer's report. She stated that \$61,667.35 was budgeted for 2021. \$59,115.89 was spent, leaving a balance of \$2,551.46 which will revert back to the town. She reported that the library received \$1,509.49 under the CARES Act for covid-19 mitigation supplies and items. The current balance as of 1-10-2022 is \$49,238.44. A complete paper copy of this report is available at the library.
6. **Share Information: new community center and library space:** Kaye Petts, Lisa Volkmann, Kathy Schofield, and Dawn Gonitzke attended a meeting at the library in December with the designer/architect of the proposed community center. A list of ideas to incorporate with the building design which will include library space was presented and discussed. The proposed community center will be located in the town park off highway 17. February 5th is the date of the next meeting for town board, library board, and other community members to discuss and ask questions about the proposed building.
7. **Summer Reading Program Budget:** Kaye Petts presented her vision of what the summer reading program could look like and proposed that \$1,000 could probably cover the expenses of the program. It was stated that due to covid, we did not have a summer reading program in 2020 or 2021. Kaye is already authorized to spend this amount of money and is able to use her discretion to plan the program and purchase the needed special programs and materials.

8. **Holiday pay and Inclement Weather Pay for library staff:** Kaye was seeking financial support, especially for the library clerk to cover lost wages when a holiday or closure due to weather lands on a day when the library is scheduled to be open. It was discussed that the library director has PTO (paid time off), however, action taken on July 14, 2021 states specifically that library clerks do not have PTO language in the employee handbook. Changes to the PTO language in the employee handbook for library clerks will be discussed after further research and discussion at the next board meeting. It was discussed that hours missed could be made up by the clerk on days and hours as agreed upon by the director and clerk. Motion by Dawn Gonitzke that library clerks will be able to make up lost hours and wages due to inclement weather. Second by Kathy Schofield. All aye. Motion carried.
9. **Peggy Grosse Memorial Fund Ideas:** The current balance of this fund is approximately \$3,300 with donations still coming in. Ideas mentioned were: children's collection, additional funds for the summer reading program, and items for the library that will either be purchased when we move to the new building or items that can be labeled and moved to the new library. The director will take these suggestions into consideration and determine the best way to spend the money. She already has the authorization to do this.
10. **2022 EEPL Annual Report:** The director is responsible for writing this report. The board will meet via teleconference on February 14th to review the report and vote to approve it.
11. **Director's Report:** Kaye presented her director's report. No action required.
12. **Adjournment and Next meeting date:** Motion to adjourn by Kathy Schofield. Second by Angie Carlson, All aye. Motion carried. Meeting adjourned at 7:41 PM.

The next meeting will be on **Monday, February 14, 2022 at 6 PM**. It will be a teleconference.

Respectfully submitted by
Dawn Gonitzke, EEPL board member and secretary
January 11, 2022