

**Eleanor Ellis Public Library
4495 Town Hall Road
Phelps, WI 54554
715-545-2887**

**Board of Trustees Special In-person/Teleconference Meeting
Monday, August 23, 2021**

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: Ann Pickart, Angie Carlson, Lisa Volkmann, Dawn Gonitzke, Kathy Schofield and director Kaye Petts.
3. **Verification of Public Notice:** This agenda has been posted at the Phelps Public Library, Town Hall, Phelps Convenience Center, and emailed to the Vilas County New Review on August 22, 2021.
4. **Approval of the August 9, Special Meeting Minutes:** Motion to approve the minutes by Ann Pickart. Second by Angie Carlson. All Aye. Motion carried.

Discussion/Action Items

5. **Treasurer's Report:** Treasurer Kathy Schofield presented the treasurer's report which included the Profit and Loss Budget vs. Actual and the Financial Report. We currently have \$78,854.76 in operating balance plus the library reserve of \$29,432.64. To date, the library has received \$3,200.00 in donations for the Peggy Grosse memorial. Motion to accept the treasurer's report by Dawn Gonitzke. Second by Ann Pickart. All Aye. Motion carried.
6. **Transition Notes: Banking/Lockers:** Lisa Volkmann, Kathy Schofield, and Dawn Gonitzke met with mBank staff to complete paperwork regarding our credit card and checking account. The bank will be shifting from mBank to Nicolet Bank in September, so some of the updating of bank accounts will take place after this transition. The credit card account will continue, but new numbers and passwords will be assigned. The replacement bases for the lockers have arrived and arrangements have been made to have them installed outside the main library door. A sign will be made to attach to the lockers to recognize and thank the Lions Club for their donation making this purchase possible.
7. **Library Policy: Fines:** EEPL policy states that there will be no fines for overdue materials except DVD's at the cost of \$1.00 each day past the due date. Most libraries in the area are fine free. Motion by Kathy Schofield to change our policy to read: EEPL is a fine free library. DVD's are released for 3 days. If the DVD is not returned after 2 weeks, the library will notify the patron by way of a phone call reminder. If the DVD is not returned at that point, the patron will receive a bill to pay for replacement costs. Second by Dawn Gonitzke. All aye. Motion carried.

8. **Director's Report:** Kaye presented her director's report. She has contacted the Phelps Women's Club regarding participation at Scarecrow Fest on September 18, 2021. Kaye presented a variety of possible activities for the event. Kaye will order small prizes for Scarecrow Fest. The money will come out of the line item for supplies. EEPL will donate \$25.00 to NWLS Library Card Month-September event. Any person who signs up for a new library card will be put in a drawing for a \$50.00 gift card. Kaye discussed staffing the library with volunteers and hiring a new clerk. The board discussed allowing some flexibility in wages for the clerk. It was suggested that the clerk should receive \$13.50 per hour if the person has no library experience; \$15.00 an hour if experienced. Kaye will take her final class for library certification in September. She has already received a reimbursement check of approximately \$400.00 to cover tuition for the class. Replacing old computers was discussed. It was suggested that Kaye look into the purchase of iPads to be kept in the library for patron and staff use.
9. **Budget Proposal:** A preliminary budget was presented. In order to open the library for more hours and increase wages for director and clerk, \$65,000 is being requested for salaries. Motion by Kathy Schofield to submit the proposed budget to the town with a total of \$98,823.00. Second by Ann Pickart. All Aye. Carried. Representatives of the EEPL board will meet with the Town Board on Wednesday, August 25, 2021 to present our proposed budget.
10. **Motion to Adjourn:** Motion by Lisa Volkmann to adjourn. Second by Kathy Schofield. All Aye. Motion Carried. Meeting adjourned at 7:50 PM.

Respectfully submitted by Dawn Gonitzke, Secretary EEPL Board of Trustees
August 25, 2021