

Eleanor Ellis Public Library
Board of Trustees Special Meeting
Monday, August 24, 2020; 5:00 PM
Library Lawn

The meeting was called to order by President Elizabeth Volkmann at 5:00 PM.

Roll Call was taken by President Elizabeth Volkmann. In attendance: Board members: Elizabeth Volkmann, Dawn Gonitzke, Kathleen Schofield, and Director Cari Hutton. Absent from the meeting: Angie Carlson and Ann Pickart.

Director Cari Hutton verified public notice was given for this meeting. The agenda for August 24, 2020 was posted at the Phelps Public Library, Phelps Town Hall, Phelps Convenience Center and emailed to Vilas County News Review on August 22, 2020.

Minutes of the August 3, 2020 Special meeting were not available due to the absence of Secretary/Treasurer Angie Carlson. This item was tabled to the next meeting.

There was extensive discussion of the 2021 budget numbers and categories. Discussion on format and understanding of the proposed budget and possible changes in 2021 due to expenses related to Covid-19 mitigation, hours of operation, additional expenses of adding a cell phone, (and possibly a tablet and hotspot), potential changes in the town if it plans and gets voter approval to move the town hall to the Highway 17 building take place, possible expenses to assist Cari in organizing the office/breakroom area. No action items.

Lisa Volkmann presented information from Verizon and AT&T to purchase a smartphone and monthly services. Both places estimated a new cell phone and monthly fee would be approximately \$65.00 per month. In addition, AT&T quoted \$93.00 a month if a tablet was also purchased. Cari mentioned that it might be good to have a hotspot for times when the internet is down, both at the library and at home residence when the staff is working from home and the internet is not available. More research will be done on this topic and presented to the board at the next meeting.

Lengthy discussion was held on the topic of COVID-19, EEPL service Levels and possible Town Board Special Meeting. No date has been set at this time for the Town Board Special Meeting to discuss concerns from the community about library services. At the current time, Cari and Lori are working in the library to receive materials, prepare materials for dissemination to other libraries, quarantine and disinfect materials, prepare for board meetings, research and communicate with other libraries within the state and northern Wisconsin, etc. Curbside pickup is available on Tuesdays and Fridays from 11:00 am to 2:00 pm. Community members are questioning if hours can be added or adjusted for more days of pickup or other use of the library. It was stressed that we follow the protocols set up by DPI, CDC, Vilas County Health Department, and other authorities to determine the safest and best way to serve the patrons of

the library. We (the director and board members) will continue to monitor COVID-19 conditions and recommendations of authorities and expand library services in accordance with those recommendations. All library board members will be made aware of the scheduling of the Town Board Special Meeting and all are encouraged to attend.

Board members are encouraged to read Chapter 6: Evaluating the Director *Trustee Essentials: A Handbook for Wisconsin Public Library* in order to evaluate Cari Hutton, Director. Appendix A is attached from the EEPL By-Laws. This evaluation generally takes place in July of each year, however, it has been delayed this year due to the need to deal with Covid-19 issues. Cari also felt that it may be advantageous to evaluate her following the special Phelps Town Board meeting in case there were any concerns that may affect her evaluation. It was expressed by the members at this meeting that if anyone has a concern with Cari or the library, they can express those concerns directly to her. The next step would be to contact any of the library board members if a resolution was not achieved by speaking with Cari. The concerns then would be shared with the entire library board at the next meeting.

The next library board meeting is scheduled for Thursday, September 10, 2020 at 5:00 PM to discuss the budget to be presented to Town Clerk Marge Hiller before Wednesday, September 23, 2020. Also on the agenda for closed session discussion will be employee evaluation and salary for library employees.

Motion to adjourn by Dawn Gonitzke. Seconded by Kathleen Schofield. All Aye. Meeting adjourned at approximately 7:40 PM.

Respectfully submitted by Dawn Gonitzke, member EEPL board
August 25, 2020