

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

**Board of Trustees Regular and Teleconference Meeting
Monday, November 8, 2021 at 6:00 PM**

Agenda

1. **Call meeting to order:** The meeting was called to order by President Lisa Volkmann at 6:10 PM
2. **Roll Call/Quorum Call:** Present at the meeting: Kathy Schofield, Dawn Gonitzke, Lisa Vokmann. Present by teleconference: Ann Pickart, Director Kaye Petts. Absent: Angie Carlson
3. **Verification of Public Notice:** This agenda has been posted at the Eleanor Ellis Public Library, Phelps Town Hall, Phelps Post Office, Phelps Convenience Center, and emailed to the Vilas County News Review on November 6, 2021.
4. **Approval of the October 11, 2021 Special Meeting Minutes:** Motion to accept the minutes by Kathy Schofield. Second by Lisa Volkmann. All Aye. Motion carried.

Discussion/Action Items

5. **Peggy Grosse donations-ideas:** Donations in honor of Peggy Grosse have topped \$3,300.00. Discussion was held concerning how to spend this money. Ideas included:
 - a) Kids' Creation Station with Legos and Knex
 - b) Software programs where kids could write their own books, make movies, etc. This would require the purchase of a separate PC or laptop
 - c) iPads
 - d) Podcasting kitTrustees are encouraged to investigate more ideas and present them to the board at a later meeting.
6. **Thank You gift to library volunteers for keeping the library open during director interim:** Three volunteers, Sue, Karen, and Diane assisted to keep the library open during the time when we did not have a director or clerk. Motion by Ann Pickart to present the volunteers with a \$100 gift certificate from the Phelps Chamber of Commerce. Second by Dawn Gonitzke. All aye, Motion carried.
7. **Homebound Services Policy:** Kaye Petts presented language regarding providing home delivery services to homebound patrons within the Phelps district and close surrounding communities, Many other libraries are already providing this service. Motion by Lisa Volkmann to accept the policy as presented by Kaye. Second by Kathy Schofield. All Aye. Motion carried.
8. **Volunteer Policy:** Kaye Petts presented language for a volunteer policy. She now has 5 volunteers coming into the library. Motion by Dawn Gonitzke to accept the volunteer policy as presented. Second by Ann Pickart. All aye. Motion carried,

9. **Clerk Position Filled:** Kaye announced that Carol Litchfield has accepted the clerk position and started employment on November 1, 2021.
10. **Town Board's Final Budget for the Library:** Early in the fall, the EEPL board proposed a budget of approximately \$93,000. The Town Board granted the library \$83,956.50 in response to the request. The additional money requested over the 2021 budget will allow for the hiring of a full time director and a library clerk for 20 to 26 hours per week. The final budget will be voted on by the town board later in November. EEPL will modify the budget later as needed to compensate for the difference of about \$10,000 between the initial budget proposal and actual grant of money from the town board.
11. **Director's Report:** Kaye Petts presented a written report and discussed items contained in the report. In addition to her report, Kaye will send an email concerning the town's proposal to build a new Phelps Community Center at Waverling Park and whether or not this will include space for a new library.
12. **Adjournment:** Motion to adjourn by Kathy Schofield. Second by Lisa Volkmann. All aye. Motion carried. Meeting adjourned at 7:47 PM.

The next regular EEPL Board of Trustees meeting will be on **Monday, January 10, 2022.**

Respectfully submitted,
Dawn Gonitzke, EEPL Secretary and Board of Trustees
November 15, 2021