

Eleanor Ellis Public Library
4495 Town Hall Road, Phelps, WI 54554
Board of Trustees Special Meeting Teleconference/ In-Person Meeting
Wednesday, July 8, 2021, 6:00 pm

Agenda:

1. **Call meeting to order:** The meeting was called to order by President, Lisa Volkmann at 6:17 pm.
2. **Roll Call/Quorum Call:** Present at this meeting: President Lisa Volkmann, Trustees Dawn Gonitzke, Kathy Schofield, Angie Carlson. Also present was Cari Hutton, EEPL Director. Absent: Ann Pickart
3. **Verification of Public Notice:** Cari Hutton verified that notice of this agenda has been posted at the Phelps Public Library, Phelps Town Hall, Phelps Convenience Center and emailed to Vilas County News Review on July 7, 2021.

Discussion/ Action Items:

4. **Director Resignation and New Director Search:** Motion to accept the resignation of EEPL Director Cari Hutton by Lisa Volkmann,. Second by Kathy Schofield. It is with sincere appreciation to Cari for her work at EEPL that this motion has been made. All aye; Motion carried.

Sherry Machones from Northern Waters Library Service joined this meeting via telephone conference. She assisted the board by answering questions about the director position and how to move forward to replace the current director. Sherry stressed that she is available to assist the board with this issue as well as any other issues concerning the library. Currently, Cari has been working approximately 29.5 hours per week to stay under the 30 hours per week requirement from the Town Board. The budget is set for about 26 to 27 hours per week. Personal time off (PTO) is 84 hours per year which includes emergency leave, personal leave, and vacation leave. Certification is needed to fill this position. DPI mandates a grade 3 certification which requires a minimum of 54 college credits in any area to obtain temporary certification. The candidate would then be required to take 4 continuing education classes in 4 years to obtain grade 3 certification. Sherry will share information about sample ads to advertise this position. The ads will be displayed at Phelps locations, the Vilas County News Review, and Sherry will post the position on her social networking sites throughout Wisconsin.

5. **Library Clerk Position:** Cari has interviewed several candidates to fill the library clerk position. She hired 2 candidates who will split the 20 hour per week position. Cari will begin training the new hires on Monday, July 12, 2021. It appeared that there was a decision in the past to strike the PTO allowance in the employee handbook (page 5). That deletion was not completed in the current employee handbook Motion by Lisa Volkmann to delete the PTO language in the employee handbook. Second by Kathy Schofield. All aye. Motion carried.
6. **EEPL 2021 Budget and Budget Workshop Meeting with the Town:** The Town of Phelps Board would like a preliminary budget submitted to them by Thursday, July 15th. NWLN budgetary information will not be available until August, so the EEPL budget will not be finalized until later. Discussion took place about how to enhance the position of

EEPL director in order to attract and keep an employee in that position. The trustees discussed increasing the 2021-22 budget to allow for additional expenses including health insurance and compensation for the director taking additional continuing education credits. Lisa Volkmann will meet with clerk/treasurer Marge Hiller to obtain information on what other Phelps Town employees get in regard to health insurance. The EEPL board will meet on Wednesday, July 14, 2021 at 6:00 pm to discuss the information from the town clerk/treasurer and make decisions regarding additional EEPL director salary and benefits. Another update to the budget sheet is to change "Merlin" to "NWL Network" as the title has changed.

7. **Trustee Training Information:** Cari provided information on trustee training that will take place via webinar August 23-August 27. Registration for this opportunity is required. If trustees are interested in participating in this webinar, but not available at the scheduled times, the webinars will be recorded and available at a later time. Each webinar is expected to be about one hour in length. There is no cost for this webinar.
8. **Outdoor Lockers:** Cari has continued to explore options for purchasing lockers that can be placed outside the library and will be available to patrons 24/7. She is in the process of obtaining quotes and availability options. Lisa Volkmann will write a letter of request to the Town Board to get approval to install the outdoor lockers. Response to this letter will be discussed at the July 14 meeting.
9. **Adjournment:** Motion to adjourn by Kathy Schofield. Second by Dawn Gonitzke. All aye. Motion carried. The meeting was adjourned at 7:32.

Next EEPL board meeting: Wednesday, July 14, 2021 at 6 pm

Respectfully submitted by
Dawn Gonitzke, EEPL trustee
7/8/2021