

Eleanor Ellis Public Library  
Board of Trustees Special Meeting  
Thursday, September 10, 2020 5:00 PM  
Phelps Town Hall

The meeting was called to order at approximately 5:12 pm by president Elizabeth Volkmann.

In attendance: Kathy Schofield, Dawn Gonitzke, Elizabeth Volkmann, Director Cari Hutton

EEPL Director Cari Hutton stated that this agenda has been posted at the Phelps Public Library, Phelps Town Hall, Phelps Convenience Center, and emailed to the Vilas County New Review on September 9, 2020.

Minutes of the August 24, 2020 Special Meeting were reviewed. Motion to approve the minutes by Kathy Schofield. Second by Elizabeth Volkmann. All aye. Motion passed.

It was announced that the Town of Phelps/EEPL Budget Workshop date would be September 23, 2020. All trustees and director are encouraged to attend for input and to answer any questions that the town board may have.

It was announced that the Town of Electors of Phelps meeting is set for November 17, 2020. All trustees and director are encouraged to attend this meeting.

Covid-19 and EEPL service levels were discussed. Cari Hutton will continue to monitor the Covid-19 situation as it affects library services. There was a review of the discussion at the Special Phelps Town Board meeting that took place at the town hall on August 12, 2020 by attendees Elizabeth Volkmann, Dawn Gonitzke, and Kathy Schofield. Trustees were asked to attend the meeting as representatives of EEPL to clarify and discuss service levels and work load of EEPL employees. The town had been receiving questions about services and hours of EEPL and needed to be brought up to date on how decisions were made as to whether and when to open the library for patrons and the most effective and safe way to provide services to patrons. The library board and director agree to work on providing more hours for curbside pickup for now and continue to follow protocols set up by the Wisconsin Department of Instruction, Centers for Disease Control and Vilas County Health Department.

EEPL 2021 budget items and line item categories were discussed. It is recognized that the board can set a budget based on the current occupancy of the town hall, but this may change if the town is approved by the voters to relocate town offices to the building on Highway 17. At this time, we have not been notified what the status of EEPL will be. Items that may be considered to be added to the library budget include: UV lights for disinfecting books and other items, a hot spot to allow library employees to work from home or in the case of a power outage, cell phone for use from home or at the library, library repair service fund, and a computer tablet. Some of the expenses may be Covid-19 related and possibly come out of funding through the CARES Act. If there is another complete shutdown due to covid-19, that could result in the need for a

cell phone and hotspot for employees to work from home. If the library is expanded into the town hall portion of the building, expenses for utilities will affect the budget.

President Elizabeth Volkmann read the motion to convene into closed session pursuant to Wis. Statute 19.85 (1) (c) for purposes of considering employment/wages/benefits/ and performance evaluation data. At this time (6:36 pm), Angie Carlson was able to join the meeting. Motion by Dawn Gonitzke. Second by Kathy Schofield. All Aye. Motion passed. Director Cari Hutton left the room for this discussion by the board. Cari presented the board with a written list of evaluation items as listed in Appendix A: Eleanor Ellis-Phelps Public Library Library Director Job Evaluation. Board members reviewed this information and discussed the Director's performance. The board concluded that Cari Hutton is to be commended for her work, especially during this difficult time of pandemic. A discussion was held concerning wages and benefits for Cari Hutton and Lori. It was determined that, given the current situation with budgets and services, wages and benefits would remain the same for the 2021 year.

President Elizabeth Volkmann read the motion to adjourn closed session and reconvene in open session pursuant to Wis. Statute 19.85 (1) (c) for purposes of considering employment/wages/benefits or performance evaluation data of employees. Motion by Dawn Gonitzke. Second by Angie Carlson. All Aye. Motion passed.

The board reviewed their discussion of wages and benefits and evaluation results with Cari Hutton. The board stated to Cari Hutton that she is to be commended for her performance and service to EEPL. Motion by Elizabeth to keep the wage and benefits package the same in 2021 as in 2020 for EEPL employees. Second by Kathy Schofield. All Aye. Motion passed.

The next board of trustees for EEPL will be by phone conference at 6:00 PM on Thursday, September 17, 2020 to give a final review of the budget. Cari will email the adjusted budget based on the discussion at the September 10, 2020 meeting. Trustees will have a chance to finalize the budget and approve it.

Items to include on the agenda for the next regular EEPL board meeting include goal setting for the coming year and separating the job responsibilities of EEPL board of trustees treasurer and secretary.

Motion to adjourn by Dawn Gonitzke. Second by Elizabeth Volkmann. All Aye. Motion passed  
The meeting adjourned at approximately 8:00 pm.

Respectfully submitted,  
Dawn Gonitzke, Trustee EEPL