

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

**Board of Trustees Special In-Person Meeting
Saturday, February 5, 2022 1:00 PM**

1. **Call Meeting to Order:** Meeting called to order by President Lisa Volkmann at 1:02 PM.
2. **Roll Call/Quorum Call:** Present: Lisa Volkmann, Angie Carlson, Dawn Gonitzke, Kathy Schofield, Director Kaye Petts. Absent: Ann Pickart
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 February 4, 2022.
4. **Architect's preliminary conceptual floor plan of new community center and library/architect's request of library:** Lisa Volkmann reviewed the previous meeting with the Phelps Town Board and the architect of the proposed new community building
5. **Collaboration on what new library space should include:** The members in attendance collaborated on a list of things that the library will need. A rough sketch was made to show the placement of things such as the circulation desk, technology center, childrens' area, internal bathroom, two zoom rooms for privacy when patrons do business or educational classes, area for adult reading, location of dropbox and lockers, work room, director's office, and coffee bar. These ideas will be submitted to the architect who will work on the final plan.
6. **Adjournment of meeting Next meeting date:** Motion to adjourn by Kathy Schofield, Second by Dawn Gonitzke. All Aye. Meeting adjourned at 3:45 PM.

The next EEPL board of trustees meeting will be at 6:00 PM on February 14, 2022. In person or teleconference, as members prefer.

Respectfully submitted,
Dawn Gonitzke, Secretary and EEPL Board of Trustees Member
February 12, 2022