

**Eleanor Ellis Public Library
4495 Town Hall Road
Phelps, WI 54554
715 545-2887**

**Board of Trustees Special In Person and Teleconference Meeting
Monday, February 14, 2022 at 6:00 PM**

AGENDA

- 1. Call Meeting to Order:** Meeting called to order at 6:00 pm by President Lisa Volkmann.
- 2. Roll Call/Quorum Call:** Kathy Schofield, Dawn Gonitzke, President Lisa Volkmann and Director Kaye Petts were present in person for this meeting at the library. Angie Carlson and Ann Pickert were present via teleconference.
- 3. Verification of Public Notice:** This agenda has been posted at the Eleanor Ellis Library, Phelps Town Hall, Phelps Post Office, Phelps Convenience Center, and emailed to the Vilas County News Reviews on February 12, 2022.

Discussion/Action Items

- 4. Tent for outdoor programming/funding/purchase approval:** Kaye Petts reported that a patron of the library has offered to provide the funding to purchase a tent to be used for summer reading programs, Scarecrow Fest, or other outdoor activities. The patron agreed to donate \$3,000 for the tent. In researching tent prices, tents can cost between \$900 and \$3,300. One has been found that is 10' x 20', easy to install, lightweight, with easy compact storage. The cost is about \$2,500 and is available in white, red, or blue. The check to cover the cost has already been received. Any left over balance from the purchase of the tent can be used for other library services. Motion to approve this purchase by Kathy Schofield. 2nd by Dawn Gonitzke. All aye. Motion carried.
- 5. PTO for clerk position:** Discussion was held to provide language in the employee handbook to allow the library assistant to receive benefits. These benefits were once offered, but then removed from the policy handbook. Motion by Ann Pickart to reinstate the following language into the policy handbook for the library assistant: "After 6 months, the employee will receive 21 hours of PTO (Paid Time Off) with 21 hours added each additional year accumulative to 56 hours." 2nd by Kathy Schofield. All aye, Motion carried.

6. Annual Library Report: Kaye Petts discussed the 2021 Annual Report. Kaye worked in coordination with Northern Waters Library System to compile the information. Northern Waters has already approved the report. It now needs to be signed by EEPL president and director. Copies of the report will be kept at EEPL, Northern Waters, and sent to the state. The report included positive information such as increase in circulation, increased programming, and website visitation. The library did massive weeding in 2021. There was a correction to the audio collection for 2021 to correct the number from 1060 to 511. Motion by Kathy Schofield to accept the report. 2nd by Dawn Gonitzke. All aye. Motion carried.

7. Motion to Convene into Closed Session Pursuant to Wis. Stats. 19.85 (1) (c) for the Purposes of Considering Employment/Wages/Benefits or Performance Evaluation of any Public Employee over which the Governmental Body has Jurisdiction or Exercises Responsibility: Motion by Dawn Gonitzke to go into closed session. 2nd by Kathy Schofield. All aye. Motion Carried. EEPL board members individually completed and submitted Appendix A: Eleanor Ellis-Phelps Public Library Director Job Evaluation.

8. Motion to Adjourn Closed Session and Reconvene in Open Session Pursuant to Wis. Stats. 19.85 (1) (c) for Purposes of Considering Employment/Wages/Benefits or Performance Evaluation Data of any Public Employee over which the Governmental Body has jurisdiction or Exercises Responsibility: Motion to reconvene into open session by Kathy Schofield. 2nd by Angie Carlson. All aye. Motion carried.

9. Adjournment of meeting: Motion to adjourn by Dawn Gonitzke. 2nd by Angie Carlson. All aye. Motion carried. Meeting adjourned at 6:30 pm.

Next meeting date: Monday, March 14, 2022 at 6 PM in person or teleconference.