

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

## **Minutes**

### **Board of Trustees Regular and Teleconference Meeting Thursday, July 14, 2022 at 6:00 PM**

#### **AGENDA**

- 1. Call Meeting to Order:** The meeting was called to order by President Lisa Volkmann at 6:05 pm.
- 2. Roll Call/Quorum Call:** Present: Angie Carlson, Kathy Schofield, Dawn Gonitzke, Rachel Smith, Lisa Volkmann and director, Kaye Petts
- 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 Friday, July 1, 2022.

#### **Discussion/Action Items**

- 4. Approval of May 14, 2022 minutes:** Motion by Kathy Schofield to accept the minutes of the May 14, 2022 meeting. Second by Angie Carlson. All aye. Motion carried.
- 5. Treasurer's Report:** Treasurer Kathy Schofield presented the treasurer's report. Motion to accept the report by Dawn Gonitzke. Second by Angie Carlson. All aye. Motion carried.
- 6. Update on new community center and library:** Lisa Volkmann presented the board with handouts that were given to the public at the town meeting of July 12, 2022. A brief summary of the meeting was given by members who were present at the town meeting. No action taken on this agenda item.
- 7. Policy review/New on check out of materials and Laminator:** Kaye Petts presented language to add to our policy handbook. This

language concerned DVD checkout by youth and need for parental approval. Appendix 6 will include a signature page for parents. Motion by Angie Carlson to accept this policy change, Second by Dawn Gonitzke. All aye. Motion carried. Kaye Petts then presented language for the new laminator that was purchased. Motion by Angie Carlson to accept the laminator policy. Second by Kathy Schofield. All aye. Motion carried.

**8. Amazon Prime Visa card:** The library currently pays \$130.00 a year for Amazon Prime since many of our books, DVD's, and some supplies are ordered from Amazon in order to get free shipping. Getting an Amazon Visa Card will allow us to get 5% back on any purchases. Kaye asked the board to discuss adding the Amazon Visa Card in addition to our current Visa card through Nicolet Bank. Rachel Smith motioned to allow Kaye to get the Amazon Visa card for the library. Second by Kathy Schofield. All aye. Motion carried.

**9. Friends of the Library:** Establishing a Friends of the Library was discussed in order to promote our library and to enable future fundraisers under 501(c)(3) to help pay for the new community building and library. The board will continue to investigate the process of creating a Friends of the Library group. No action was taken on this agenda item.

**10. Director's Report:** Kaye presented her director's report to share with the board what has happened at the library and upcoming events. No action was taken on this agenda item.

**11. Adjournment and Next meeting date:** Motion to adjourn by Dawn Gonitzke. Second by Kathy Schofield. All aye. Motion carried. Meeting adjourned at 8:06 pm.

The next EEPL board of trustees meeting will be announced later. An August meeting will be needed to develop a budget for the coming year.

Respectfully submitted by

Dawn Gonitzke, EEPL Board of Trustees secretary

July 19, 2022

