

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

**MINUTES**

**Board of Trustees Special and Teleconference Meeting**  
**Wednesday, August 10, 2022 at 6:00 PM**

**AGENDA**

- 1. Call Meeting to Order:** The meeting was called to order by President Lisa Volkmann at 6:06 pm.
- 2. Roll Call/Quorum Call:Present:** Kathy Schofield, Dawn Gonitzke, Angie Carlson, 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, August 5, 2022.

**Discussion/Action Items**

- 4. Approval of July 14, 2022 minutes:** Motion to accept the minutes of the July 14, 2022 meeting by Kathy Schofield. Second by Rachel Smith. All aye. Motion passed.
- 5. Update on new community center and library:** Information was provided by Lisa Volkmann regarding plans for the Phelps Community building. Due to restrictions on the deed to the town at Waverling Park, the new building will not be built there. Other options were discussed. The Phelps town elector's meeting will be held on August 23rd at 6 PM at the school to present information, proposals for the new building, and approval to go forward with the new community center. New taxes for this project would not be incurred until 2024.
- 6. Library Clerk - proposed increase in hours for 2023:** Kaye presented information regarding adjustment to hours worked by the library clerk. Due to the need for more summer hours to provide the summer reading program and need for fewer hours during the less busy winter hours, Kaye is suggesting 28 hours per week from March through September; 22 hours per week from October through February. This would cost an additional \$1,400 in gross income per year which falls within our budget. Since the director is charged with arranging work schedules for the clerk, Kaye was given approval by the board to go ahead with this change in work hours for the clerk.

7. **Preliminary Budget for 2022:** Kaye presented a budget proposal for 2023 based on our 2022 budget and current needs. The budget for 2022 was \$83,966.50. The proposed budget for 2023 would be \$87,911.50. Motion by Dawn Gonitzke to allow Kaye to present the preliminary proposed 2023 budget to the town board. Second by Kathy Schofield. All aye. Motion carried.
8. **Director Annual evaluation - Motion to Convene into Closed Session pursuant to Wis. Statute 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 by Dawn Gonitzke to convene into closed session per statute. Second by Angie Carlson. All aye. Motion Carried.
9. **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 any Public Employee over which the Government Body has Jurisdiction or Exercises Responsibility:** Motion by Kathy Schofield to reconvene in open session. Second by Angie Carlson. All aye. Motion carried.
10. **Board may take action on any subject discussed in a closed session:** No action was taken in closed session.
11. **Adjournment and Next Meeting date:** The next EEPL Board meeting will take place on Thursday, September 15, 2022 at 6:00 PM. Motion to adjourn by Rachel Smith. Second by Angie Carlson. All aye. Motion carried. The meeting was adjourned at 7:09 PM.

Respectfully submitted by  
Dawn Gonitzke, EEPL Board of Trustee member and Secretary  
August 13, 2022