

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

**Board of Trustees Regular and Teleconference Meeting
Thursday, November 17, 2022 at 6:00 PM**

AGENDA

- 1. Call Meeting to Order:** The meeting was called to order at 6:03 PM by President Lisa Volkmann.
- 2. Roll Call/Quorum Call:** Present in person: President, Lisa Volkmann, Kathy Schofield, and director Kaye Petts. Present via teleconference: Dawn Gonitzke.
- 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 Tuesday, October 15, 2022.

Discussion/Action Items

- 4. Approval of October 22, 2022 Special Teleconference Meeting minutes:** Motion by to accept the minutes of October 22, 2022 by Kathy Schofield. Second by Lisa Volkmann. All aye. Motion carried.
- 5. Treasurer's Report:** Treasurer, Kathy Schofield presented the treasurer's report. With two months left in the calendar year, we have \$12,863.11 in our budget; \$50,615.83 in our checking account, for a total of \$63,478.94. Kathy listed, with great appreciation, the numerous generous donations to our library. Motion to accept the treasurer's report by Lisa Volkmann. Second by Dawn Gonitzke. All aye. Motion carried.
- 6. Holidays the library is closed to concur with NWLS**
 - a. EEPL Employee Handbook - "L. Holidays" add list**
 - b. EEPL Policies - insert new "XVI. Closed Holidays" add list****Change XVI. Revision of Library Policies to XVII.:** Motion by Dawn Gonitzke to make additions and revisions as stated above to the EEPL library policies. Second by Kathy Schofield. All aye. Motion carried.
- 7. eeplboard@gmail access for board members' devices:** table this item
- 8. Director's Report:** Kaye presented a written and oral report to summarize library activities.
- 9. Motion to Convene into Closed 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 by Lisa Volkmann.
Second by Dawn Gonitzke All aye. Motion carried.

10. 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 Government Body has Jurisdiction or Exercises Responsibility: Motion by Lisa Volkmann. Second by Kathy Schofield. All aye. Motion carried.

11. Board may take action on any subject discussed in a closed session:
Motion by Kathy Schofield to present a \$100 Phelps Chamber Bucks certificate to each of the four library volunteers in appreciation of their work and dedication to EEPL. In order to give the balance of a 3% raise to a 4% raise: to Carol Litchfield in the amount of a \$100 Visa gift card and \$200 Visa gift card to Kaye Petts. Second by Dawn Gonitzke. All aye. Motion carried.

12. Adjournment and next meeting date: Motion to adjourn by Kathy Schofield. Second by Dawn Gonitzke. Meeting adjourned at 6:53 PM.

Next scheduled EEPL Board of Trustees meeting: **Thursday, January 12, 2023.**

Respectfully submitted,
Dawn Gonitzke, EEPL secretary and board of trustee member
November 18, 2022

Eleanor Ellis Public Library and Northern Waters Library System Closed Days and Holidays

Sundays

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Eve

Christmas Day

**Eleanor Ellis Public Library Board of Trustees
2023 Calendar of Meetings**

**Regular Meeting Dates
Thursdays at 6:00 PM**

- January 12

- March 9 - Election of Officers

- May 11

- July 13

- September 14

- November 9

Special Meeting Dates

**February 9th - Approve
Annual Library Report**

August 10 - 2024 Budget

October TBD -2024 Budget

**November TBD - Town
Electors' Budget Meeting**

**EEPL Board of Trustees
Trustee Three Year Term Expirations and Office Holders**

**Dawn Gonitzke, Secretary: April 2023
Kathy Schofield, Treasurer: April 2023
Angie Carlson, April 2024
Lisa Volkmann, President: April 2025
Rachel Smith, April 2025**