

Eleanor Ellis Public Library
4495 Town Hall Road
Phelps, WI 54554
715.545.2887
Board of Trustees Special Teleconference Meeting
Tuesday, December 6, at 6:00 PM

MINUTES

Agenda

1. **Call Meeting to Order:** The meeting was called to order by President Lisa Vollkmann at 6:00 PM.
2. **Roll Call/Quorum Call:** Present via teleconference call: Kathy Schofield, Dawn Gonitzke, Angie Carlson, President Lisa Vollkmann 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 Monday, December 5, 2022.

Discussion/Action Items

4. **Hotspot devices**
 - a. **NWLS grant:** EEPL has received 2 hotspots provided through NWLS and a federal grant. Internet service can be obtained using either a Verizon or AT&T tower in the Phelps vicinity. Kaye reported to the committee that all but 2 local libraries are lending hotspots to patrons. To this date, there have been no significant problems with hotspot usage with devices from the libraries.
 - b. **Policy for patron use:** EEPL would need to develop and use three documents:
 - i. ECF Certification: Patron would initial and date
 - ii. Compliance with the Emergency Connectivity Fund: Library's Acceptable Use Policy and Patron Certification of Need (AUP): patron would sign
 - iii. Hotspot Lending policy: patron would sign
 - c. Motion by Dawn Gonitzke to move ahead with providing hotspots to patrons and acceptance of all three policy documents as provided by the director. Second by Kathy Schofield. All aye. Motion carried.

5. Motion to Adjourn and next meeting date: Motion to adjourn by Kathy Schofield. Second by Angie Carlson. All aye. Motion carried. Meeting adjourned at 6:17 pm.

Next EEPL Board of Trustees Meeting: Thursday, January 12, 2023

**Respectfully submitted,
Dawn Gonitzke, EEPL secretary and board of trustees
December 9, 2022**