

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

Board of Trustees Special and Teleconference Meeting
Wednesday, June 7, 2023 at 6:00 PM
MINUTES

Agenda

- 1. Call Meeting to Order:** The meeting was called to order by President Lisa Volkmann at 6:00PM.
- 2. Roll Call/Quorum Call:** Present at this meeting: Rachel Smith, Kathy Schofield, Dawn Gonitzke, President 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 Tuesday, June 6, 2023.

Discussion/Action Items

- 4. Approve Minutes from May 11, 2023 meeting:** Motion to approve the minutes from the May 11, 2023 meeting by Kathy Schofield. Second by Rachel Smith. All aye. Motion carried.
- 5. Letter of Resignation from Director Kaye Petts**
 - a. Director comments and timeline:** Kaye Petts explained to the board her reasons to resign the position of director. Motion to accept the resignation of Kaye Petts by Dawn Gonitzke. Second by Lisa Volkmann. All aye. Motion carried.
 - b. Considerations for board in director search:** Discussion by the board with Kaye Pett's input on what to expect from a new director. Kaye said she would be willing to serve as director until August 18 and would help to find and train a new director.

c. **Draft of Ad for newspaper:** The board worked together to develop an ad to be placed in the Vilas County News Review and sent to NWLS to be placed online:

Seeking Applications for Director of Eleanor Ellis Public Library

Charming small-town library in Phelps, WI is hiring. Ideal candidates should have exceptional public and community service skills; a strong background in technology; a passion for literacy; excellent organizational skills; and fiscal management knowledge. 35 to 40 hours per week with benefits. Candidates must have at least 54 college credits to obtain initial certification and be willing to work toward director grade 3 certification as required through the Department of Public Instruction (DPI). Please submit a letter of application, a resume, and two references to the Library Board of Trustees at eeplboard@gmail.com

d. **EEPL's email:** Board members were given information to send and receive messages through the EEPL email **account**.

6. Motion to adjourn and next meeting date: To Be Determined: Motion to adjourn by Dawn Gonitzke. Second by Kathy Schofield. All Aye. Motion carried. Meeting adjourned at 7:31PM. The next meeting to be determined.

Respectfully submitted by

Dawn Gonitzke, Secretary and EEPL Board of Trustees member

June 9, 2023