

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

**Board of Trustees Special and Teleconference Meeting
Wednesday, August 2, 2023 at 6:00 PM
MINUTES**

Agenda

- 1. Call Meeting to Order:** The meeting was called to order by President Lisa Volkmann at 6:01 pm.
- 2. Roll Call/Quorum Call: Present at this meeting:** Angie Carlson, Kathy Schofield, Dawn Gonitzke, President Lisa Volkmann, and Director Kaye Petts. Present by telephone: Rachel Smith
- 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, August 1, 2023.

Discussion/Action Items

- 4. EEPL Budget for 2024**
 - A. Discussion:** Kaye Petts presented a budget for 2024.
 - B. Revisions:** The board discussed the budget and accepted the budget as presented. Motion by Angie Carlson to accept the budget. Second by Dawn Gonitzke. All aye. Motion carried.
 - C. Finalize for Town Board:** Kaye will submit the approved budget to the town board on August 5. Kaye and board representatives will meet with the board on August 9.
- 5. Director Update on Assistant search**
 - A. Ads:** The board reviewed the ad for library assistant. Due to cost, it will be printed in black and white rather than color.

B. Responses: Kaye is handling applications and interviews for library assistant.

C. Interviews: Kaye interviewed two candidates for this position. The job search will continue.

6. Motion to adjourn and next meeting date: Motion to adjourn by Kathy Schofield. Second by Angie Carlson. All aye. Motion carried. Meeting adjourned at 6:32 PM.

The next scheduled meeting is Wednesday, September 13, 2023 at 6 PM.

Respectfully submitted by

Dawn Gonitzke, Secretary and EEPL board trustee

August 4, 2023