

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

Board of Trustees Regular and Teleconference Meeting
Wednesday, November 8, 2023 at 6:00 PM

MINUTES

1. **Call meeting to order:** The meeting was called to order by President Lisa Volkmann at 6:00 pm.
2. **Roll Call/Quorum Call:** Present: President Lisa Volkmann, Kathy Schofield, Dawn Gonitzke, Rachel Smith, and director Kaye Petts. Present via phone: Angie Carlson
3. **Verification of Public Notice:** This agenda has been posted at the Eleanor Ellis Public Library, Phelps Town Hall, Phelps Convenience Center, and emailed to the Vilas County News Review on Tuesday, October 7th, 2023.

Discussion/Action Items

4. **Approve minutes from September 13, 2023 and August 2, 2023 meetings:** Motion by Kathy Schofield to accept the minutes of the August 2, 2023 and September 13, 2023 meetings. Second by Rachel Smith. All aye. Motion carried.
5. **Treasurer's Report:** Treasurer Kathy Schofield presented the treasurer's report. Motion to accept the treasurer's report by Dawn Gonitzke. Second by Rachel Smith. All aye. Motion carried.
6. **Town Budget: EEPL Budget:** The Town of Phelps board is in the process of presenting and finalizing the town budget which includes the budget for EEPL. A meeting will be held on November 13, 2023 at 7 pm in the Phelps School commons for public input and vote on the new budget.
7. **Director's Report:** Kaye Petts presented the director's report detailing what the library has been doing, plans for upcoming events, and specific issues in the library. She has met with the town board and the town board seems to be approving the information about and preliminary budget for EEPL.
8. **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 Dawn Gonitzke

to convene into closed session. Second by Rachel Smith. All aye. Motion carried.

8.1 Director Evaluation: Trustees for EEPL completed a paper copy with comments to evaluate Director Kaye Petts.

8.2 Staff and volunteers bonus or gifts: Discussion was held about giving all EEPL staff and volunteers a holiday bonus. It was stated that the library has been running exceptionally well due to the efforts of all these people. The bonus is the board's way of showing appreciation for the excellent work they are all doing.

- 9. 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 to adjourn in closed session and reconvene in open session by Rachel Smith. Second by Kathy Schofield. All aye. Motion carried.
- 10. Board may take action on any subject discussed in a closed session:** Motion by Rachel Smith to allot \$875 for holiday bonuses for the EEPL staff and volunteers. Second by Kathy Schofield. All aye. Motion carried.
- 11. Adjournment and next meeting date:** Motion to adjourn by Dawn Gonitzke. Second by Kathy Schofield. All aye. Motion carried. Meeting adjourned at 7:10 pm. The next EEPL board of trustees meeting will be on **Wednesday, January 10, 2024.**

Respectfully submitted by

Dawn Gonitzke, Secretary and board of trustee member of EEPL

November 9, 2023