

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

**Board of Trustees Special and Teleconference Meeting
Thursday, February 15, 2024 at 6:00 PM**

MINUTES

1. **Call meeting to Order:** The meeting was called to order at 6:00 PM by President Lisa Volkmann.
2. **Roll Call/Quorum Call:** Present at this meeting: Angie Carlson, Rachel Smith, Kathy Schofield, Dawn Gonitzke, President Lisa Volkmann, 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, February 13, 2024.

Discussion/Action Items

4. **WI DPI Public Library Annual Report**

4.1 **Discussion**

4.2 **Approval:** Motion by Kathy Schofield to accept the WI DPI Library Annual Report. Second by Rachel Smith. All aye. Motion carried.

5. **Director Resignation:** Motion by Rachel Smith to accept Kaye Petts' resignation as EEPL director. Second by Dawn Gonitzke. All aye. Motion carried.

6. **New Director Search**

6.1 **Discussion on hours and salary:** As per recommendation of Kaye Petts, Carol will continue as assistant 28 hours per week at \$17.00/hour. The director position will be offered at 30 to 34 hours per week at \$20.00/hour.

6.2 **Create ads & placement:** Ads will be posted with NWLS, Craig's List, FaceBook, VCNR, EEPL website, Borderline paper, and paper notices posted in the area. The ad will read as:

*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. 30 to 34 hours per week with benefits. Candidates must have at least 54 college credits to obtain initial certification and be willing to work towards director grade 3 certification as required through the Department of*

Public Instruction (DPI). Please submit a letter of application, a resume, and two letters of recommendation to the Library Board of Trustees at eeplboard@gmail.com.

6.3 Responses to ads/EEPL email

- 7. Adjournment and next meeting date:** To Be Determined. Motion to adjourn by Kathy Schofield. Second by Angie Carlson. All Aye. Motion carried. Meeting adjourned at 6:53 PM.

Respectfully submitted by

Dawn Gonitzke, EEPL Board of Trustees member and secretary

Feb. 16, 2024