**Ethel Everhard Memorial Library Board of Trustees**

**November 9, 2020 Meeting Minutes**

**Zoom Public Video Conference**

**Presiding Officer:**  President LeeAnn Kittleson called the meeting to order at 6:30 pm.

**Roll Call:**  Lee Ann Kittleson, Karen Christensen, Bruce Dethlefsen, Nancy Nelson, Karen Robotka and Library Director Paul Ninneman were present.

**Agenda:** Motion by Dethlefsen, second by Robotka to approve Agenda for November.

Motion by Dethlefsen, second by Robotka to approve amended Agenda for November to include Minutes from the September meeting. **MC — 5 yes, 0** (September Minutes were not approved at the October Meeting because a quorum was not established at the September meeting.)

**Minutes:** Motion by Dethlefsen, second by Robotka to approve September Minutes. **MC – 3 yes, 0 no** Roll Call Vote: Kittleson – yes; Dethlefsen – yes; Christensen – yes; Nelson – abstain; Robotka – abstain.

Motion by Dethlefsen, second by Robotka to approve October Minutes. **MC – 4 yes, 0 no** Roll Call Vote: Kittleson – yes; Dethlefsen – yes; Nelson – yes; Robotka – yes; Christensen – abstain.

**Financial Reports**:

1. Dethlefsen and Kittleson reviewed October vouchers. (October vouchers were not approved at the October meeting as they had not been previously reviewed.)
2. November vouchers were discussed; Kittleson questioned some items; Paul was able to provide some supporting information. Kittleson moved and Dethlefsen seconded to table approving November vouchers until all discrepancies can be resolved; Paul will email board members when checks are ready to approve and send out. Roll Call Vote: Kittleson – yes; Christensen – yes; Dethlefsen – yes; Nelson – yes; Robotka – yes. **MC – 5 yes, 0 no**
3. Income Report – some items are not listed as Village Clerk has been out due to Covid.
4. Expense Report – reviewed with Paul providing additional explanations.
5. Director’s Report
6. Library closed early one day so Paul could get a Covid test.
7. Paul attended the Winnefox Library Check-In
8. Paul provided information on schedule for meeting with Marquette County Librarians
9. Paul provided descriptive information on various events. There was some discussion as to how to track interest and promote attendance.
10. Monthly statistics provided
11. Friends of the Library – reported by Karen Robotka
12. The Friends has funds available to library use w/Friends’ approval.
13. Sales of items donated to The Friends in lobby have resumed.

**Unfinished Business:**

1. Library Operation and Covid-19 – following guidelines from Winnefox
2. Meeting Room Renovations Roundtable
3. Paul will look for previous Library renovation/addition plans/quotations provided by MSA.
4. Ed Mockler (Village Public Works) had alerted Nancy to a potential problem with the heating/a-c/ventilation system. Suggest bringing in HVAC contractor to evaluate current system.
5. Suggest Board members come to next meeting with ideas/perceptions of what purpose for and usage of the meeting room should be going forward beyond Covid.
6. Consensus that new floor coverings should be eco-friendly and non-porous.
7. New full light commercial door will be ordered and installed in Lobby Area with funds to be reimbursed if Road to Recovery Grant is received.
8. MLK/Flute Juice presentation/proposal – cost is prohibitive at this time. Paul could apply for grant funds and report back.
9. Amend 2021 Library Budget – Paul to make changes discussed and bring to December meeting for approval.

**New Business**

1. New door – discussed previously in Director’s Report
2. New carpet – discussed previously in Director’s Report
3. 2021 Library Employee Compensation: Nelson moved to go into closed session per WI Statute 19.85(c), second by Robotka.
4. Nelson moved to approve a 2% salary increase for 2021 as did the Village for their employees, second by Christensen. **MC – 5 yes, 0 no**
5. Nelson moved to come back into open session, second by Christensen. **MC – 5 yes, 0 no**

**Adjourn**

Motion by Nelson to adjourn, second by Robotka. **MC – 5 yes, 0 no**

Minutes recorded by Nancy Nelson