**Ethel Everhard Memorial Library Board of Trustees**

**December 14, 2020 Meeting Minutes**

**Presiding Officer:**  President LeeAnn Kittleson called the meeting to order at 6:45 pm.

**Roll Call:**  LeeAnn Kittleson, Karen Christensen, Bruce Dethlefsen, Nancy Nelson, Karen Robotka and Library Director Paul Ninneman were present. Cathy Rohner, Village Board President and Jessica Stauffacher, Village Board Trustee attended.

**Agenda:** Motion by Dethlefsen, second by Robotka to approve Agenda for December. **MC — 5 yes, 0 no**

**Minutes:** Motion by Christensen, second by Dethlefsen to approve November Minutes with change to New Business 3. 2021 Library Employee Compensation: reverse order of a. and b. **MC – 5 yes, 0 no** Roll Call Vote: Kittleson – yes; Dethlefsen – yes; Christensen – yes; Nelson – yes; Robotka – yes.

**Public comments:**  Cathy Rohner indicated she and Jessica Stauffacher were present to express interest in hearing about and participating in discussion re Meeting Room Renovations Roundtable on the Agenda.

**Financial Reports**:

1. Dethlefsen and Kittleson reviewed November/December vouchers.
2. Kittleson questioned some items from the October vouchers previously approved; Paul was able to provide some supporting information. Kittleson moved and Dethlefsen seconded to table approving November vouchers until all discrepancies can be resolved. **MC – 5 yes, 0 no** Roll Call Vote: Kittleson – yes; Christensen – yes; Dethlefsen – yes; Nelson – yes; Robotka – yes.
3. Income Report – income from copies is down. Nelson suggested boosting the service by utilizing FaceBook posts.
4. Expense Report – reviewed and discussed. Paul will make changes requested. Tabled until next meeting for approval.
5. Director’s Report
6. Library holiday hours/closures reviewed.
7. TEACH Information Technology Infrastructure grant application is being fnalized and will be submitted on Dec. 18
8. Beanstack Black Voices grant applications has been submitted with a request for $600.
9. SKPL (Science Kits for Public Libraries) grant application has just started with a limit of up to $2,000 of science supplies and portable experiments)
10. Winter Reading Program is the Patterson Book Event. The book up for grabs would be James Patterson’s January release of *The Russian*. Each person can get up to 6 tickets to go towards the prize if they check out a book a week.
11. The Snowman contest is just a small take-home arts and crafts competition for kids. Paul has been cutting out snowman from poster board. To “celebrate” the snowfall, kids can decorate it and hand it back into the library. When the competition ends (January 6) the winners will be voted on for the rest of the week by patrons and staff. The winner gets a DVD or Book of their choosing under $60 that we will order for them and the snowman will be hung as a decoration in the library for the foreseeable future.
12. Friends of the Library – reported by Karen Robotka
13. Sales of items donated to The Friends in the lobby have resumed.

**Unfinished Business:**

1. Library Operation and Covid-19 – following guidelines from Winnefox. One more computer station has been opened up but there is not much increase in usage.
2. Meeting Room Renovations Roundtable
3. Discussion based loosely on outline provided earlier to Board by Nelson. Request to submit individual suggestions to Nelson by December 31. Suggestions would then all be summarized to be presented back to the Board at the January meeting for further discussion and direction.
4. Kerschner’s have been brought in to review the current HVAC system and to suggest a work-around to achieve better ventilation in the building. The quotation should be available at the January meeting. This may be an issue that would tie into the interior facelift/renovation we are currently discussing.
5. The new full light commercial door will be has been installed in Lobby Area. It was ordered with tinted glass to match the other glass in the building and came with clear glass. It was installed with the clear glass with the option of changing it to tinted, at no charge, if desired. Consensus was to leave it clear. The funds should be reimbursed if Road to Recovery Grant is received.
6. Amend 2021 Library Budget – Motion by Dethlefsen, second by Christensen to move $361 to balance. Tabled until review at January meeting

**New Business**

1. Investment Options for maturing Fortifi Bank CD. Motion by Christensen, second by Dethelefsen to let CD automatically renew for a 12-month period. **MC – 5 yes, 0 no**
2. Spiral Duct Ventilation. See Unfinished Business
3. 2020 Budget update and amendment. Move by Christensen, second by Nelson to move budget surplus into Outlay Fund for future miscellaneous expenses. MC – 5 yes, 0 no
4. Director 6-month evaluation. Kittleson distributed Evaluation Form to be filled out and returned to her by Jan. 6

**Adjourn**

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

Minutes recorded by Nancy Nelson