**Ethel Everhard Memorial Library Board of Trustees**

**September 14, 2020 Regular Meeting Minutes**

The meeting was held in the Library Meeting Room to allow for social distancing.

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

**Roll Call:**  Lee Ann Kittleson, Bruce Dethlefsen, Karen Christensen, and Library Director Paul Ninneman were present. Absent: Nancy Nelson. Karen Robotka. Also present: Cathy Rohner, Village President.

**Agenda:** Motion by Bruce, second by LeeAnn to approve. 3-0

**Minutes:** Motion by Bruce, second by Karen C. to approve the minutes of the August 10, 2020 regular board meeting. 3-0

**Public Comments:** None

**Reports:**

1. Financial Report: Bruce and Karen reviewed September vouchers. Motion by Karen C, second by Bruce to approve vouchers and revenue/expense reports with the correction to Payroll Expense. Roll Call Vote: Kittleson — yes; Christensen — yes; Dethlefsen — yes. 3-0
2. Director’s Report:
   * + - 1. Paul presented SRP completion, Calendar and Monthly Statistics.
   1. Paul reported the Joy Ribar presentation had a small group per Covid-19 policy of 5. Joy has a third book coming out, and revealed its cover for the first time.
   2. Chocolate bars will be given for Halloween while supply lasts on Friday and Saturday, October 30-31.
   3. There will be a virtual Halloween program, entitled Visit the Beyond October 24th at 6 pm. Smartphone classes will be scheduled. Also, scheduling a virtual program, Flute Juice, sometime in 2021.
   4. Paul will be going to Little Lambs on the 3rd Wednesday of each month. He will also participate in Virtual Boot Camp for Directors, and he is taking classes for his Director’s Certification. Circulation is up during July to September.
   5. Patrons have asked for the newspapers to be available. Strongly recommend wearing a mask when reading.
   6. Paul also reported the State Farm Bank has sold out to US Banks, and our funds transferred.

3. Friends of the Library: Have not been meeting due to Covid-19. They do not plan to resume fundraisers at this time.

**Unfinished Business:**

Library Operation and COVID-19: We will continue to monitor the Covid-19 guidelines and adjust as needed. Will also monitor computer usage to determine if more computers need to be used.

**New Business:**

1. Second draft of the 2021 Budget was presented. Motion by Bruce, second by LeeAnn to approve. Roll Call Vote: Lee Ann — yes; Karen C. — yes; Bruce — yes. 3-0
2. Employee Evaluation: Bruce moved to go into closed session per WI Statute 19.85c (Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility), Lee Ann seconded. 3-0 Motion to move back to open session by Bruce, second by Karen C. 3-0

**Adjourn:** Motion by LeeAnn, second by Karen C to adjourn. 3-0 carried.

Minutes recorded by Karen Christensen