**Ethel Everhard Memorial Library Board of Trustees**

**December 15, 2022 Meeting Minutes**

**Finance Committee Meeting**: 6:30 p.m. Rohner and Dethlefsen reviewed vouchers.

**Presiding Officer**: President Cathy Rohner called the meeting to order at 6:35 p.m.

**Roll Call**: Valerie Virch, Bruce Dethlefsen, Cathy Rohner, and Director Anna Ludwig present. Karen Robotka and Nancy Nelson absent.

**Agenda**: Motion by Dethlefsen to approve Agenda. Second by Virch. Motion carried 3-0.

**Minutes**: Motion by Rohner to approve minutes from the regular November 14, 2022 meeting. Second by Virch . Motion carried 3-0.

**Public Comments**: None.

**Reports**:

1. **Financial Reports**

Motion by Dethlefsen to approve monthly vouchers. Second by Virch. Motion carried 3-0. Roll call vote: Dethlefsen – yes; Rohner - yes; and Virch – yes. Monthly income and expense reports from Director.

1. **Director’s Report**

1-) Monthly statistics/user data presented by Director Ludwig.

2-) Calendar reviewed by Director whose last day will be December 28, 2022.

3-) State of library bank accounts by Director. Discussion of each account.

1. **Friends of the Library**  Virch reported there will be a Book and Bake sale Feruary 9-11, 2023.

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**Unfinished Business:**

**Library Operations and COVID-19** No change. Masks optional.

**New Business:**

1. **Amended 2023 Library Budget** presented by Director for information only.
2. **Moving regular checking account BMO checking to National Exchange Bank** tabled until January 2023 meeting.
3. **MPIC Dog Insurance** tabled until January 2023 meeting.
4. **Motion to approve Library Director’s Letter of Resignation** by Virch. Second by Dethlefsen. Motion carried 3-0.
5. **Establish Plan for Director Position and Library Upkeep** tableduntil January 2023 meeting with Succession Plan.
6. **Staff Member Evaluation Update and Interview Information**

1-) Motion to move into closed session by Dethlefsen. Second by Virch. Motion carried. Roll call vote: Dethlefsen – yes; Virch – yes; and Rohner – yes.

2-) *WI Statute 19.85(c) Considering employment, promotion, compensation, or performance data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*

3-) Motion to go back into open session by Dethlefsen. Second by Virch . Virch – yes; Dethlefsen – yes; and Rohner – yes. Motion carried 3-0.

**Adjourn** Motion by Virch to adjourn at 7:51 p.m. Second by Rohner. Motion carried 3-0.

**Next meeting**: January 9, 2023