

Ethel Everhard Memorial Library  
Minutes from Library Board of Trustees Meeting  
November 20, 2023

1. Meeting was called to order by Rohner.
2. Present were Val Virch, Tammy Winkelman, Cathy Rohner and Director Eliana Luke. Nancy Nelson and Bruce Dethlefsen were absent.
3. Motion by Virch/Winkelman to approve the agenda. Roll call vote. Motion carried 3-0.
4. Motion by Rohner/Winkelman to approve the Minutes from October 16, 2023. Motion carried.
5. Public Comments – None
6. Reports
  - A. Motion by Virch/Rohner to approve payment of monthly bills. Roll call vote. Motion carried 3-0.
  - B. Director's Reports
    - i. Monthly Statistics – computer and printer usage, user registration and circulation numbers, 18 different programs were offered in October.
    - ii. Tentative Calendar – new adult book club, new fabric arts group, Monday Craft Corners, Family Game Night, LEGO Club, Storytime, holiday themed programs and winter themed programs.
    - iii. Furnishing Purchased – ideas were presented for a book drop, the purchase of a display case was approved.
7. Old Business
  - A. Motion by Winkelman/Virch to approve the 2024 budget with revenues and expenses budgeted at \$151,478 each. Roll call vote. Motion carried 3-0.
  - B. Motion by Rohner/Virch to approve new policies – Patron Conduct and Responsibilities, Emergency Closings, Building Access, and Local Accounts. Roll call vote. Motion carried 3-0.
8. New Business
  - A. Insurance property quote was reviewed.
9. Motion by Virch/Rohner to move into closed session pursuant to Wis Stat 19.85(1)(C). Roll call vote. Motion carried 3-0.
  - A. Motion by Virch/Rohner to return to open session. Roll call vote. Motion carried 3-0.
  - B. Motion by Virch/Winkelman to increase the library employees pay as of January 1, 2024, by .50 per hour and adopt the same health insurance maximum benefit as the Village of Westfield Board adopted. Roll call vote. Motion carried 3-0.
10. Motion by Virch/Winkelman to adjourn. Motion carried. Meeting adjourned at 5:22 pm

Submitted by  
Cathy Rohner